

Privacy Policy

Your privacy is very important to Aplan and we understand how important it is to you. We take privacy and security of customer information seriously and operate a high level of internal security. We will treat your personal data as confidential and will only use it as set out in this privacy policy (“**Policy**”). By using our website and/or purchasing our services you agree to us collecting, using and sharing your personal information in accordance with this Policy.

How do we collect your data?

Personal information is any information that can be used to personally identify you. We will collect information about you directly when you register with us, when you use our services and when you contact us either by e-mail, WhatsApp or phone.

We may in the ordinary course of business collect and process information about anyone who:

- is employed by us, including contractors, consultants and temporary employees;
- uses our products, services or websites;
- attends our classes, marketing events or other meetings;
- contacts us for information about products and services; and
- provides or handles information relating to suppliers and other third parties.

We will also collect data regarding your usage of our website.

Cookies and data collected automatically

A cookie is a small text file that is stored on your computer or other internet connected device in order to identify your browser, provide analytics, remember information about you such as your language preference or login information.

Cookies allow Aplan to provide you with a more personalized experience as they record your online behaviour and preferences and allow us to tailor the website to your interests. Cookies enable to find out whether the device has visited the website before and cookies may also be used to track online traffic flows on the website to analyse the profile of visitors and preferences and help Aplan to provide users with a better experience and services based on popularity. Aplan may also use third-party analytics tools (such as Google Analytics) to collect information about website traffic.

If you do not wish to share the above information with Aplan, you can refuse the optional cookies when you visit the website first time.

By using our website, registering for services or making a purchase, you hereby consent to our cookie policy and agree to our Privacy Policy.

What information will we collect about you?

In general, we may collect the following types of personal information:

- company corporate information, such as name, website or management details (for corporates);
- name, gender, home and mailing address, telephone number, date of birth, age, marital status, emergency contacts;
- nationality, residency and passport or other identification information;
- banking details;
- information required to comply with laws, the requests and directions of law enforcement authorities or court orders (i.e. debt payment information);
- voicemails, emails, correspondence and communications created, stored and transmitted by an us using Aplan's computer or communications equipment;
- general health information, including your health insurance, disability, health conditions, medication used and details of the physician;
- current or past employers, occupation; work history, technical skills, educational background, professional certifications and registrations, language capabilities, training courses attended; profession, occupation or job title; information you provide in your resume or CV; the link to your personal or professional websites; information provided via background check or a reference check and data relating to any criminal record.
- location information; and
- any other information we consider reasonably necessary in your situation.

How will we use the information we collect about you?

Aplan stores and uses the personal information to:

- provide you with any services which you order from us; and maintain evidence of you being a client or subscriber to our services;
- improve and develop the services we offer by analyzing your information including information related to your usage of our website;
- administer, manage, improve, analyze our website;
- send you information about products and services which may be of interest to you (subject to your consent);
- contact you for matters related to our relationship or contract with you and to comply with our contractual obligations;
- respond to your requests, queries or your feedback;
- conduct hiring and immigration processes;
- prevent and investigate fraud and other misuses;
- protect our rights and/or our property; and
- as otherwise permitted by law.

How do we store your data?

The information you provide may be sensitive and confidential, and we undertake to maintain such confidentiality and protect your information in accordance with this Policy.

We store your personal information in different ways, including on paper and electronic form. We take reasonable steps to protect the information from misuse and loss, unauthorised access, modification or disclosure. Our devices have electronic security systems in place, including firewalls and access controls to control access to your personal information. No data transmission over the internet can be guaranteed to be 100% secure. Any personal data that you post at any of your social media platforms or transmit via electronic means is solely at your own risk.

How long to we store your data?

We will not keep personal data longer than is necessary for the purpose or purposes for which it was collected. We will take all reasonable steps to destroy, or erase from our systems and files, all data which is no longer required or which you have asked that we destroy or modify. We will, to the extent required by law, comply with any statutory retention periods after which, the data will be safely deleted or destroyed.

Will we share your information with anyone else?

If we are under a duty to disclose or share your data in order to comply with any legal obligation, or in order to enforce or apply any contract with you or other agreements; or to protect our rights, property, or safety of our employees, customers, or others. This includes exchanging information with other companies and organisations for the purposes of investigating crime, fraud protection, corruption and credit risk.

We may share personal data we hold with selected authorities and government departments for the purposes including but not limited to fulfilling employee contract requirements such as salary payments, tax or social security obligations and medical insurance.

We do not store personal or financial information in the process of payment, nor do we share such information with third parties.

We will not sell or give your personal data away other than as provided in this Policy and subject to your consent.

Marketing

We would like to send you information about our products and services which we think may be of interest to you. If you have agreed to receive the marketing information, you may opt out at any time.

You have the right to ask us to stop contacting you with any marketing information and if you decide that you no longer wish to receive any marketing information or offers, please contact us on the details set out at the end of this Policy.

What are your data protection rights?

Depending on your jurisdiction, you may have certain data subject rights which are subject to limitations and/or restrictions. These rights may include the right to:

- (i) request access to and rectification or erasure of your personal data. Please note that Aplan shall not be liable for accuracy of any personal data provided to us. Help us keeping your personal data up to date by notifying us of any changes in accordance with this Policy.
- (ii) obtain restriction of processing or to object to processing of your personal data; and
- (iii) data portability, if this is technically and legally feasible.

Should you wish to make any request as listed above, we have one (1) month to come back to you, however, please note that we may need to ask you to verify yourself before we can take the necessary action.

Please also be aware that your rights are not absolute and regardless of your request, some information cannot be amended or deleted due to legal or technical reasons.

Changes to the Privacy Policy

This Policy may be updated from time to time. If we make material changes to this Policy, a revised version of the Policy will be made available on our website. Your continued use of the website and/or our products and services following any changes to this Policy constitutes your acceptance of any such changes made.

Any cause of action arising out of or related to this Policy that you may have against Aplan must commence within one (1) year after the cause of action accrues, otherwise such cause of action is permanently barred.

Contacting us

Should you have any queries regarding this Policy or you:

- do not wish to receive marketing material; or
- wish to update your personal information or request access to it; or
- have any other queries or requests about our processing of your personal information, please contact us at: alex@aplanfit.com.