

# 1. Privacy Policy

#### **What Information We Collect:**

We may collect personal information from you, including your name, email address, IP address, and any other data you provide through website forms or interactions.

#### **How We Collect Data:**

Data is collected when you:

- Fill out forms or contact us
- Subscribe to newsletters or updates
- Use our website (via cookies and analytics tools)

#### Why We Collect Data:

We use your information to:

- Provide and improve our services
- Respond to your inquiries
- Send updates or newsletters (if you opt in)
- Analyze website usage to enhance user experience

## **Third-Party Services:**

We may use trusted third-party services (such as analytics providers or email platforms) that may access your information solely to perform tasks on our behalf and are obligated not to disclose or use it for other purposes.



# **Your Data Rights:**

You have the right to:

- Access the personal data we hold about you
- Request corrections to your data
- Request deletion of your data
- Withdraw consent at any time

To exercise these rights, please contact us using the information below.

# **Contact for Privacy Inquiries:**

If you have questions or concerns about your privacy, please contact us at:

Email: contact@ioc-hq.com.

# **GDPR Compliance Statement**

Our website is fully committed to protecting the personal data and privacy rights of users in the European Union (EU) and the European Economic Area (EEA), in accordance with the General Data Protection Regulation (GDPR) (EU) 2016/679. Below are the key principles and requirements we follow to ensure GDPR compliance:

## Lawfulness, Fairness, and Transparency

We process personal data lawfully, fairly, and transparently. Users are informed about what data is collected, the purposes for collection, and how it will be used at the time of collection, using clear and plain language.

#### **Purpose Limitation**

Personal data is collected for specified, explicit, and legitimate purposes, and is not further processed in a manner incompatible with those purposes.

#### **Data Minimization**

We only collect and process data that is necessary for the purposes stated in our privacy policy, ensuring we do not gather excessive or irrelevant information.

#### **Accuracy**

Personal data is kept accurate and, where necessary, up to date. Users have the right to request correction of inaccurate or incomplete data.



### **Storage Limitation**

We retain personal data only for as long as necessary to fulfill the purposes for which it was collected, or as required by law. Data that is no longer needed is securely deleted or anonymized.

## **Integrity and Confidentiality**

Appropriate technical and organizational measures are in place to protect personal data against unauthorized access, accidental loss, destruction, or damage. This includes encryption and regular security assessments.

# Accountability

We maintain records of all personal data processing activities and are able to demonstrate compliance with GDPR principles at all times.

## **Data Subject Rights**

Under the GDPR, users have the following rights:

- The right to access their personal data
- The right to rectify inaccurate or incomplete data
- The right to erasure ("right to be forgotten")
- The right to restrict or object to processing
- The right to data portability
- The right to withdraw consent at any time
- The right to lodge a complaint with a supervisory authority

#### **Legal Basis for Processing**

We process personal data only when there is a lawful basis, such as user consent, performance of a contract, compliance with a legal obligation, protection of vital interests, or legitimate interests pursued by us or a third party.

#### **International Data Transfers**

If personal data is transferred outside the EU/EEA, we ensure that adequate safeguards are in place, such as Standard Contractual Clauses or other approved mechanisms, to protect your data4.



#### **Contact Information**

For privacy-related inquiries, to exercise your rights, or to contact our Data Protection Officer (DPO), please use the following details:

Email: contact@ioc-hq.com.

#### **Cookies and Consent**

We use cookies and similar technologies in accordance with GDPR requirements. You will be informed about the use of cookies and asked for your explicit consent before any non-essential cookies are placed on your device.

### **Updates to This Policy**

Our privacy policy is reviewed regularly and updated as needed to remain compliant with GDPR and other applicable laws. The latest version will always be available on our website.

# 2. Copyright Policy for Logos and Original Content

#### Ownership:

Unless otherwise indicated, all logos, designs, text, and other original content on this website are the exclusive property of International Operations Center Sp. z o.o. . Not included Our partners original designs, text and logos.

#### **Restrictions:**

You may not use, reproduce, distribute, or modify any of our original materials without our prior written permission.

### **Requesting Permission:**

To request permission to use any of our copyrighted materials, please contact us at <a href="mailto:contact@ioc-hq.com">contact@ioc-hq.com</a> and provide details of your intended use.



# **Reporting Infringements:**

If you believe any content on our website infringes your copyright, please notify us at <a href="mailto:contact@ioc-hq.com">contact@ioc-hq.com</a> with the following information:

- Your name and contact details
- Description of the work you believe has been infringed
- URL or description of the infringing content
- Proof of your ownership

# 3. Use of Non-Copyrighted Images

### **Image Sources:**

Some images on this website are sourced from the public domain or used under appropriate licenses, such as Creative Commons.

#### **Attribution:**

Where required, we provide attribution to the original creators and sources of these images. If you see an image and would like more information about its source, please contact us.

#### **Our Commitment:**

We make reasonable efforts to ensure all non-original images are free of copyright restrictions and used in accordance with their licenses.

#### **Reporting Issues:**

If you believe any image on our website violates copyright or license terms, please contact us at <a href="mailto:contact@ioc-hq.com">contact@ioc-hq.com</a> with details so we can promptly address the issue.

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