

Find out how Summize looks after your data

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Summize Ltd. ("Summize") understands the importance of the privacy of information. This Privacy Policy describes how Summize securely collects and uses the personal information provided by customers and other individuals who access and use our website (<https://www.summize.com>) and online products.

It also describes your options regarding use, access, and correction of your personal information. We will only share your personal information with third parties in the ways described in this Privacy Policy unless we obtain your consent or are required by applicable law.

This Privacy Policy applies to the information collected through visitors and users of our website and online products. **Information we collect**

- Information You Provide to Us - When you register via our Website, set up a product account (including accessing the product via the web application, Microsoft Word Add-In and/or Teams or Slack integration, sign-up to a Summize event or newsletter, communicate with our customer service or sales department or send us an email, you are providing us with information which we collect. Such information may include the following:
 - **Contact Information:** Name, physical address, email address, phone number, mobile phone number
 - **Personal Information:** Gender, occupation, and/or other demographic information
 - **Device information:** including IP address, content accessed and usage / traffic data.

By providing us with the above information, you consent to your information being collected, used, disclosed, and stored by us in accordance with this Privacy Policy.

- Information from Other Sources - We may obtain additional information about you by using your email address, or other information, to directly, or through one or more services, search over the internet or elsewhere. We thereby obtain information that appears to be related to such email address or other information, such as a name, age, company, and position. This helps us to update, expand and analyse our records, identify new customers, and provide products and services that may be of interest to you. If you provide us personal information about others, or if others give us your information, we will only use that information for the specific reason for which it was provided to us.

How we use your personal information

Summize collects your information to record, support and facilitate your participation in the activities you choose and to prevent fraudulent and unlawful use. For example, if you register to a Webinar, information is collected to qualify the entry and to contact you regarding the Webinar details. If you use our web application (or access the same through Microsoft Word, Teams or Slack), then information is collected to monitor usage of product features, including your IP address, to ensure we continue to provide the best product experience possible and detect abnormal behaviour in the application.

Your personal information may be used in tracking customer preferences to provide a customized Website or Product experience, and keep you informed about product upgrades, special offers, and

services of Summize (or selected third-party providers) unless you have opted not to receive such communications or such communications are prohibited by applicable law.

Summize may collect information about the use of the Website and the Product, such as the number of downloads and uploads, pages viewed, product usage, number of website users, and the IP address of your computer.

Summize may use non-identifying statistical data for purposes of improving the Website and our products and services, to provide more relevant experiences to our customers and for statistical analysis.

We will share your personal information with third parties only in the ways that are described in this Privacy Policy. We do not sell your personal information to third parties.

Communications you may receive - Newsletters

If you wish to subscribe to our newsletter(s), we will use your name and email address provided to send the newsletter to you. If you no longer wish to receive these emails you may follow the unsubscribe instructions contained in each of the email communications you receive or contact us directly at data@summize.com. **Our third-party service providers**

We may use third parties such as an email service provider, to send out emails and/or provide cloudcomputing infrastructure (i.e. datacentre services) and job application on our behalf. When you sign up for our services, we will share your personal information only as necessary for such third parties to provide the relevant services. **Legal disclosures and business transfers**

We will share your personal information with third parties only in the ways that are described in this Privacy Policy unless we obtain your consent otherwise, except in the following instances: i. As required by law

- ii. In response to lawful requests by public authorities, including to meet national security or law enforcement requirements
- iii. When we believe that disclosure is necessary to protect our rights and/or to comply with a judicial proceeding, court order, or legal process served on our Website
- iv. To respond to any other government-related request
- v. To protect our rights and interests (including without limitation, for our safety)
- vi. To protect your interests (including without limitation, for your safety)
- vii. To protect the interests of others (including without limitation, for their safety)
- viii. To investigate alleged or actual fraud, misrepresentation, or other misconduct.

If Summize is involved in a merger, acquisition, or sale of all or a portion of its assets, you will be notified via email and/or via prominent notice on our Website and product of any change in ownership or uses of your personal information, as well as any choices you may have regarding your personal information.

Access to your personal information and choice

Summize acknowledges that you have the right to access your personal information. If your personally identifiable information changes, or if you no longer desire our service, you may choose to correct, update, delete/deactivate or access it by emailing us directly at data@summize.com. We will respond to your request within a reasonable timeframe, not to exceed 30 days.

We will retain your information for as long as your account is active and as long as you have not unsubscribed or otherwise contacted us directly to remove your information from our database, or as necessary for the purposes described in this Privacy Policy. Please note that we will retain and use your information as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements.

Data security

The security of your personal information is important to us. We follow industry best practices to protect the personal information submitted to us, both during transmission and once we receive it. We also comply with the security requirements of 2016/679 of the European Parliament (General Data Protection Regulation - GDPR), that regulates our processing of personal data.

No method of transmission over the Internet, or method of electronic storage, is 100% secure. Therefore, we cannot guarantee its absolute security. If you have any questions about how we ensure the security of your personal information, please contact us at data@sumimize.com.

Tracking technologies

Summize uses cookies and other similar technologies to optimise the website, analyse trends, track users' activity, and gather helpful information about our users. Please visit our [Cookie Policy](#) for further information.

Log files

As is true of most websites, we use a third-party tracking-utility partner gather certain information automatically and store it in log files. This information includes internet protocol (IP) addresses, browser type, internet service provider (ISP), referring/exit pages, operating system, date/time stamp, and clickstream data.

Links to other websites

Our Website includes links to other websites whose privacy practices may differ from those of our Website. If you submit personal information to any of those other websites, your information is governed by their specific privacy policies. We encourage you to carefully read the Privacy Policy of any website that you visit.

Social media features and widgets

Our Website and Product includes Social Media Features, such as the Facebook Like button and Widgets, such as the Share this button or interactive mini programs. These Features may collect your IP address, which page you are visiting on our Website, and may set a cookie to enable the Feature to function properly.

Social Media Features and Widgets are either hosted by a third party or hosted directly on our Website. Your interactions with these features are governed by the Privacy Policy of the company providing the feature(s).

Testimonials

We post customer testimonials on our Website and Blog which may contain personally identifiable information. However, we do obtain the customer's consent via email prior to posting their name

together with their testimonial. If you want your testimonial removed, please contact us directly at data@summize.com.

Surveys and contests

From time to time, we may provide you with the opportunity to participate in surveys or contests conducted either by us or our clients. If you participate, we may request certain personally identifiable information from you. Participation in these surveys or contests is completely voluntary and you, therefore, have a choice whether or not to disclose such information. The requested information typically includes contact information such as e-mail address, name, company and position, and demographic information.

We use this information to notify contest winners and award prizes, to monitor website traffic or personalize a website (in the case of anonymous information collected in surveys), and to send participants email newsletters (provided that the participants have validly opted in to receive such email newsletters).

We may use a third-party service provider to conduct these surveys or contests; however, such provider will be prohibited from using our users' personally identifiable information for any other purpose. We will not share with third parties the personally identifiable information you provide to us through a contest or survey unless we give you prior notice and choice with respect to such.

Notification of Privacy Policy changes

We may update this Privacy Policy to reflect changes to our information practices. If we make any material changes we will notify you by email (sent to the e-mail address provided) or by means of a notice on the Website by updating the "effective date" found at the top of this Privacy Policy.

We encourage you to periodically review this page for the latest information regarding our privacy practices, as your continued access to or use of our Website after any revisions to this Privacy Policy indicates your agreement to the terms of such revised Privacy Policy.

Contact us

If you have any questions or suggestions regarding this Privacy Policy, please contact us at data@summize.com or via postal mail at: **Suite 5b, 70 Spring Gardens, Manchester, M2 2BQ.**