

Allevo Public Privacy Policy

Last update: 18.04.2018

Summary

1. You provide your personal information (full name, email, institution, role, phone number, etc.) when creating an account. We store that information reliably, we only use it to best answer your request and we do not share it with any other party. You can delete your account anytime.
2. When browsing our website, we only collect non-personally identifiable data and use it to improve our website's ranking and our marketing communication.
3. You have an option to opt in and out of receiving communication from Allevo.

This privacy policy states how Business Information Systems (Allevo) SRL, later referred to as Allevo, uses and protects any data or information collected via this website, received by post at any of its office addresses or via email by any of the business email addresses managed by Allevo.

This policy is updated regularly at Allevo's initiative and will be published here.

Information provided by the person at their own initiative, for example via business cards, signature attached to email messages, data included in documents sent by post etc, is labelled as *Internal* and will only be used within Allevo to address the specific issue in question (e.g. proposal, contracting, meeting invites, event participation, other types of agreements etc).

Allevo is legally compliant with data protection regulation and has undertaken the necessary technical, logistical and organizational steps required so that any processing of personal data is legal and ensures protecting the rights of the persons in question. Allevo is a B2B company and all its products and services are thus targeted to other businesses, most frequently via representatives of these businesses. Allevo communicates with people only as a result of their relationship with their employer. Allevo only processes business relevant data (see **Data collection map** for details) and it does not process any private data linked to these people.

What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- Recruiting process.
- To improve our products and services portfolio.
- We may periodically send promotional emails about new products, special offers or other information which we think our contacts may find interesting.
- Market research purposes
- Personalized commercial proposals.

Data collection map

Activity	Why	Data	How	Who collects, Shared with	Kept for
User account	To use the e-offer capability of allevo.ro, you need to create an account and enter the request for proposal. Based on this RFP, you are entitled to receive the confidential proposal	<ul style="list-style-type: none"> • Full name • Email • Company • Job Title 	Account creation on Allevo.ro and data entry via online form	Sales team Marketing team	Until account is deleted by user
Recruiting	We collect CVs to select the best talent that fits our team and job opening	<ul style="list-style-type: none"> • Full name • Email • Company • Job Title • Phone number • CV data: <ul style="list-style-type: none"> - Background - Experience - Studies - Former employers and job roles - Driver's license - Hobbies, interests, goal - Other data included in CV 	<ul style="list-style-type: none"> - office@allevo.ro - direct email address of the HR Manager - job announcements on dedicated websites (e.g. jobs.ro, linkedin, bestbojs, hippo) 	<ul style="list-style-type: none"> - HR Manager - Receptionist - Head of department coordinating the opening - Board 	5 years, except if legally required
Newsletter	We send monthly newsletters featuring latest news from Allevo, blogposts, press events or news. We do not use any third party service for this type of mass-mailing, your data is safeguarded by Allevo's security policies.	<ul style="list-style-type: none"> • Full name • Email • Company • Job Title 	Newsletter opt-in	Marketing team	Until opt-out
Marketing	We promote Allevo solution and services portfolio and portfolios of companies we partner (IBM, Microsoft, Oracle, SWIFT or others).	As part of our marketing messaging, we use photos or videos	Photos or videos posted by Allevo on allevo.ro, fintp.org or any of the social media channels.	Marketing team Subcontractor (e.g. photographers) Public	Until request of removal is received

Activity	Why	Data	How	Who collects, Shared with	Kept for
	<p>We actively promote:</p> <ul style="list-style-type: none"> - events we organize or participate at - news about Allevo or its partners - industry relevant news press releases success stories company announcements 	relevant for the topic discussed.	These channels include: allevo.ro, fintp.org, Twitter (@a11evo, @fintp), Allevo Facebook page (A11evo), Allevo LinkedIn page.		
Office security	To comply with our security policy, we register visitors that come to any of our offices and have photo video surveillance. If you visit our offices, you may be photographed or videotaped as part of maintaining the security of our facilities. Facility security photography will be treated as sensitive information and will only be used for security and investigation purposes.	Photo Video	Office surveillance system	- System Administrator - Board	Photo/Video surveillance is automatically Data available for investigation purposes for 2 years
Contact database	<p>We store information about customers, partners, collaborators, consultants, suppliers and other types of business contacts to able to run our business. These contacts are added to our generic contacts database for the purpose of maintaining and renewing ongoing contracts, offering support, providing or receiving various types of services etc. This list of contacts enables us to:</p> <ul style="list-style-type: none"> • Promote Allevo solution and product portfolio • Fulfil contractual obligations • Event invites • Meeting invites • Product quality feedback • Partnership relationships • Consultancy services 	Full name Email Company Gender/Salutation Job Title Department Contact phone number Business address	Allevo internal database	Internal use only	Until request for removal is received

Activity	Why	Data	How	Who collects, Shared with	Kept for
	<ul style="list-style-type: none"><li data-bbox="359 256 674 289">Request for proposals				

Cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site.

Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

1.1 How we use cookies

We use traffic log cookies to identify which pages are being used. This helps us analyze data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

The cookies we use are from the following providers:

- Google Analytics
- Twitter
- Facebook
- Addthis

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. Under no circumstances does a cookie give us access to your computer or any information about you, other than the data you choose to share with us.

1.2 How to control cookies

Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer – for details, see aboutcookies.org. This may prevent you from taking full advantage of the website though.

Security Policy

We are committed to ensure that your information is secure. To prevent unauthorized access or disclosure, we put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our website, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information

To restrict the collection, storage or use of your personal information, you can proceed in any of the following ways:

- email office@allevo.ro if you want a photo posted on our website or social media account taken down
- email office@allevo.ro if you want to opt-out from any direct marketing or sales campaigns
- use the unsubscribe mechanism for opting out of the newsletter (link available in the body of the email as well)
- use the “Delete account” mechanism to remove your account from Allevo.ro

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you agree to this.