

Contuit Privacy Policy

1. Introduction

Welcome to **Contuit LLC** (“**Contuit**”). We provide a platform that allows you to integrate APIs and automate workflows between one application and another (or multiple). We’re based in the United States - contact and registration details are available at the bottom of this policy.

This privacy policy will tell you how we use and protect your personal data when you interact with us or use our website or platform, and how we comply with strict data protection laws.

2. How do we protect your personal data?

We understand the importance of the data we collect on our customers and sensitivity of what our customers may want to use our platform for. See our security page at <https://app.contuit.com/docs/security-policy> for information on how we safeguard your data.

Our services are not directed at children under the age of 16, and we do not knowingly collect information from individuals under the age of 16. If you are under the age of 16, you may not use Contuit’s services or provide your information to us through our site or otherwise.

3. What does Contuit actually do with your data?

Website visitors and Cookies

When you visit our website, we may place tracking cookies on your device for a number of reasons.

Contuit users

If you have expressed an interest in our products or platform, or you have signed up for an account, we may use the contact information you provided to learn how we can refine the service to you.

- Your contact information may be shared with 3rd party services for the purpose of finding additional public data about you to aid our sales team or to provide a more bespoke service. These 3rd parties act as *data processors* and will only be allowed to process this data based on our instructions for the purposes stated above.

- If you create an account with us, we may need extra personal data to ensure the security of your account. You may be asked to create a password which will not be viewable by us or connect to 3rd-party providers such as Duo to authenticate your identity through 2FA – we are not able to view these sort of authentication tokens.

- We may use your phone number or your email address to send direct or marketing emails in order to contact you about the use of the service or to promote services that we feel you will be interested in.

- Phone calls may be recorded for staff training or sales quality purposes.

The lawful basis for processing the personal data of Contuit users is for the legitimate interest of our business. We will only process personal data in ways that our customers would expect of us in order to provide the service they've expressed interest in.

If you do not continue to become a customer of ours, then we will delete your data 1 year after signing up or expressing interest with us.

Contuit customers

If you're a customer and have a contract with us or are potentially going to become one, in addition to using your data in the ways mentioned above as a Contuit user, we'll need to collect data to process payments, provide support and monitor your usage of our services.

- This is to ensure you're receiving the level of service you expect, to help us develop our platform even further or to do what's necessary for you to become a customer of ours.

- 3rd party services may be used to aid this, such as customer support services like HubSpot and Zendesk, payment services like Stripe, or services which provide analysis on customer usage.

- In using our services, you may transfer personal data into our platform so that you can take advantage of our API automations. In order to do this, we're likely to require authentication data like usernames, passwords, keys and tokens. Authorized support staff are only able to view and use this data, with your permission, to provide support to your service.

The lawful basis for processing the personal data of Contuit customers is for the performance of the contract we have in place, or in order to enter into a contract.

With respect to the information that our customers might collect or process using the platform, our customer is the data controller, and we are a data processor. Our customer is the data controller for the content or information that they use the platform to process. Our customer is responsible for obtaining any necessary consent and/or ensuring that the customer has a lawful basis for processing personal information.

Most personal data will be deleted 1 month after you end your contract with us. However other non-sensitive personal data may be stored for up to 1 year after you end your contract with us. Data required for legal purposes, such as accounting data, will be stored for as long as legally required. Notwithstanding the above, we will retain information for as long as necessary to fulfill the services that the customer has requested, to comply with any laws or regulations, resolve disputes, or enforce our agreements. We may retain information longer for our legitimate business interest if retention is not outweighed by your personal rights and freedoms.

Sharing of data with 3rd parties

Business Reasons: Like many companies, we use a number of 3rd party services to help us provide the service you expect. While these services may require your personal data, we only allow these services to use it under strict conditions and we perform adequate due diligence on these companies and the countries they operate in.

Legal Reasons: We may also share your information if we believe that it is necessary to comply with any court order, law, legal obligation, or legal process, including to respond to any government or regulatory request.

Corporate Transactions: We may share personal data with actual or prospective acquirers, their representatives, and other relevant participants in, or during negotiations of, any sale, merger, acquisition, restructuring, divestiture, or change in control involving all or a portion of our business or assets, including in connection with a bankruptcy or similar proceedings. If we undergo a sale or corporate restructure, we may disclose information to a buyer or other successor in interest.

4. What rights do you have over your personal data?

As the owner of your personal data, you have the right to:

- View, restrict the processing or update any personal data we hold about you. Some of this data may be viewed, updated and exported if you login at <https://app.contuit.com>. For any additional data, please contact us.
- Erase any personal data that is not required for a legal or contractual reason.
- Remove yourself from marketing by clicking the opt-out link at the bottom of any marketing email, or adjusting your email preferences.

5. How can you contact us?

The data controller is Contuit LLC, 2206 68th Ave NW, Gig Harbor, WA 98335, United States.

If you have any questions about this privacy policy or would like to contact us regarding your personal data, please contact support@contuit.com.

This policy will be kept up to date in line with our processes. Minor amendments may be added to this policy without notice; however we will inform our customers of any significant changes. It was last updated on **13 April 2021**.