



# Privacy Notice – Beta Technologies

Date of reference: **January 28, 2025**

This Privacy Notice (the “**Policy**”) is intended to inform individuals and organisations who access our website, who are clients of Beta Technologies or may become clients of Beta Technologies of how we collect, use and disclose personal information in compliance with applicable laws and regulations. The Policy applies to situations set out in section 2. For ease of reference, we refer to ourselves as “**BetaTech**” or simply as “**we**”.

For the purposes of this Policy, personal information is any information about an identified or identifiable individual.

By providing us with personal information after having had an opportunity to review it, you consent to your personal information being processed in accordance with our Policy.

## 1. Contact details

We have appointed Beta Tech CEO as BetaTech Privacy Officer. The Privacy Officer has primary responsibility for communicating with the Privacy Commissioner and individuals should they have any questions or concerns about how we use personal information or if they wish to exercise any of the rights of individuals established by applicable laws. Contact information is provided below:

**Email:** [PRIVACY@BETATECH.BM](mailto:PRIVACY@BETATECH.BM)

**Address:** Ascott House, 28 Queen Street, Hamilton HM 11, Bermuda.

## 2. How we process your personal information

In the course of our business activities, we process your personal information as outlined in sections 2.1 to 2.3:

- 2.1 We collect your personal information when you contact us via our website, by email or by phone through our technical support service;
- 2.2 As part of our Web design services, we use biographies and photos sent by our clients to add to their enterprise’s website;
- 2.3 As part of our IT services, we may have access to the personal information of the personnel of our clients only as necessary to perform the services we were hired to provide, including, when we perform back-up services for our clients.



**2.1 We collect your personal information when you contact us via our website, by email or by phone through our technical support service**

<b><i>How do we collect your personal information?</i></b>	
We collect your personal information directly from you when you contact us via our website, by e-mail or by phone through our technical support service.	
<b><i>What categories of personal information do we use and for what purposes do we use it?</i></b>	
<b>Category of information</b>	<b>Purposes</b>
Identifying information: Last name, first name, e-mail address, mobile phone number	Confirm your identity and allow the relevant BetaTech staff to contact you.
Subject and content of your request	Identify your needs so we can quickly answer your request.
<b>Note:</b> Please do not include any personal information that is not necessary to resolve your request. If you are a client, please use your professional contact details.	
<b><i>Types of individuals or organisations to whom personal information might be disclosed</i></b>	
BetaTech personnel whose duties require an access to your personal information as part of our services.	

**2.2 As part of our web design services, we use biographies and photos sent by our clients to add to their enterprise's website.**

<b><i>How do we use your personal information?</i></b>	
As part of our web design services, clients can send us employee biographies and photos so that we can incorporate them to their website.	
<b><i>What categories of personal information do we use and for what purposes do we use it?</i></b>	
<b>Category of information</b>	<b>Purposes</b>
Profile information : Biographies and photos	Incorporate this information into our client website.

***Types of individuals or organisations to whom personal information might be disclosed***

BetaTech personnel whose duties require an access to your personal information as part of our services.

**2.3 As part of our IT services, we may have access to the personal information of the personnel of our clients only as necessary to perform the services we were hired to provide, including, when we perform back-up services for our clients.**

***How do we use your personal information and for what purposes?***

As part of our Managed Services, BetaTech hosts the servers of our clients and has access to personal information as the IT administrator. We do not use personal information. We only have access to it for the purpose of performing the backups of the information on their servers.

We can have access to personal information when we administer our client's emails and cloud file systems. As part of our maintenance services, we may have access to personal information while we test the integrity of our client's backups for disaster recovery.

As part of its day-to-day technical support, BetaTech can remotely access a client device. In this instance, we can see what the end user is seeing. However, we do not copy or process any information in our system.

***Types of individuals or organisations to whom personal information might be disclosed***

BetaTech personnel whose duties require an access to your personal information as part of our services.

**3. Minors under 14 years of age**

We do not knowingly collect personal information from minors under the age of 14. If you are a minor under the age of 14, please do not provide us with personal information without the express consent of a parent or guardian. If you are a parent or guardian and you are aware that your child has provided us with personal information, please contact us. If we become aware that we have collected personal information from minors without parental consent, we will take steps to delete that information from our servers.

#### 4. Transfer of personal information to an overseas third party

We may transfer your personal information within our network in Bermuda, Canada, and the UK. Whenever we transfer personal information, we ensure that this information is transferred in accordance with the relevant applicable laws.

#### 5. Data Security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information only to those employees who need it to perform their job duties. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality. Personal information is encrypted and stored in secure locations in accordance with our SSAE 18 SOC1.

We have put in place procedures to deal with any suspected personal information breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

#### 6. Your Legal Rights

By law, you have various rights with respect to your personal information. The remainder of this section provides a general overview of these rights:

**Request access to your personal information.** You will have a right to request, and we generally will be required to provide:

- Personal information about yourself which is in our custody or under our control;
- The purposes for which your personal information has been and is being used by us; and
- The names of the individuals or types of individuals to whom your personal information has been or is being disclosed, and circumstances under which this occurs.

**Rectification.** If you believe that there is an error in the personal information concerning you that is under our control, you may submit a written request for rectification.

**Right to request the erasure or destruction of your personal information.** You have the right to request us to erase or destroy your personal information where it's no longer relevant for the purposes of its use by BetaTech.

**Right to request the cessation of use of your personal information.** You have the right to request us to cease, or not to begin, using your personal information:

- For the purposes of advertising, marketing or public relations; and
- Where the use of that personal information is causing or is likely to cause substantial damage or substantial distress to yourself or to another individual.

#### 7. How can you exercise your rights?



To exercise any of your rights above, please contact our Privacy Officer at the contact information provided in Section 1 of this Policy.

### **8. Lodging a Complaint**

We will only process your personal information in compliance with this Privacy Notice and all relevant laws and regulations. If you have any concerns, you may lodge a complaint with us using the contact details set out above.

### **9. Third-party links**

This Policy does not apply to third-party websites, pages or applications that may be accessed through our website. If you follow such links, these third-party sites or services may have their own privacy policies that you should review before submitting your personal information.

### **10. Changes to our Privacy Policy**

We keep our Policy under regular review. We may change this Policy from time to time by updating this page.