



Gordano Ltd (**we, our, us**) are committed to protecting and respecting your privacy. This policy (together with our terms of use as set out at [GMS_Cloudline_TOS.pdf](#) (**Terms**)) applies to your use of:

- Project Management known as Gmashro.
- Any of the services accessible through the Gmashro (**Services**), unless the Terms state that a separate privacy policy applies to a particular Service, in which case that privacy policy only applies.
- App's use of information received from Gmail APIs will adhere to Google's Limited Use Requirements.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of the Data Protection Act 1998, the data controller is Gordano Ltd, 1 Yeo Bank Business Park, Kenn Road, Clevedon, North Somerset, BS21 6UW, United Kingdom.

INFORMATION WE MAY COLLECT ABOUT YOU

We may collect and process the following data about you:

• **Information you give us:** You may give us information about you by filling in forms in the Platform, or by corresponding with us (for example, by e-mail). This includes information you provide when you register a user account, access the Platform, subscribe to any of our Services, share data via the Platform, make use of certain functions within the Platform, submit an enquiry or comment to us and when you report a problem with our Services. The information you give us may include your name, address, email address and phone number, age, username, password and other registration information, financial and credit card information, personal description and photograph. If you contact us, we may keep a record of that correspondence.

- **Information we collect about you and your device.** Each time you use the Platform we may automatically collect the following information:
 - technical information, including the type of device you use, a unique device identifier, the Internet protocol (IP) address used to connect to the Internet, your login information, operating system, browser type and version, time zone setting, browser plug-in types and versions;
 - details of your use of our Platform including, but not limited to, traffic data, location data, weblogs and other communication data, and the resources that you access.
 - **Location information.** We may also use various technologies to determine your current location.
 - **Information we receive from other sources.** We are working loosely with third parties (including, for example, AppDirect, telecommunications and marketplace providers, business partners, sub-contractors, advertising networks, analytics providers, search information providers, credit reference agencies) and may receive information about you from them.

COOKIES

We use cookies to distinguish you from other users of the Platform. This helps us to provide you with a good experience. By visiting and using our Platform, you agree to our use of cookies.

A cookie is a small file of letters and numbers that we store on your browser, computer, or device. We may use the following cookies:

- **Strictly necessary cookies.** These are cookies that are required for the operation of the Services. They include, for example, cookies that enable you to log into secure accounts, use interactive features and Services.
- **Analytical/performance cookies.** These allow us to recognise and count the number of visitors and users and see how they use the Services. This helps us to improve the way our Platform works, for example, by ensuring that users are finding what they are looking for easily.
- **Functionality cookies.** These are used to recognise you. This enables us to personalize our content for you, greet you by name and remember your preferences (for example, your choice of language or region).
- **Targeting cookies.** These cookies record your visit to our Services. We will use this information to make our Services and the content displayed more relevant. We may also share this information with third parties for this purpose.

Please note that third parties (including, for example, advertising networks and providers of external services like web traffic analysis services) may also use cookies,

over which we have no control. These cookies are likely to be analytical/performance cookies or targeting cookies.

You can block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of the Services.

USES MADE OF THE INFORMATION

In addition to the general provision of the Services, and the specific uses of information we describe in this policy, we may use information held about you in the following ways:

- to remember your user account information, preferences and settings so that you will not have re-enter them each time you access and use the Services;
- to help you access your information and account settings after you have signed into your user account;
- to provide customised and personalised content and information to you;
- to enable us to provide, test, improve and update our Services and monitor the performance and effectiveness of the Services and specific functionalities;
- to enable us to develop and test new products, services and features;
- to enable us to identify, diagnose and fix any defects or errors;
- for monitoring purposes, including metrics data;
- to provide you with information about other goods and services we offer that are similar to the Services;
- to provide you, or permit selected third parties to provide you, with information about other goods or services we feel may interest you.

We may associate any category of information with any other category of information and will treat the combined information as personal data in accordance with this policy for as long as it is combined.

DISCLOSURE OF YOUR INFORMATION

We may disclose your personal information to any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the Companies Act 2006.

We may disclose your personal information to third parties:

- in the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets.
- if we are under a duty to disclose or share your personal data in order to comply with any legal or regulatory obligation or request.
- in order to:

- enforce or apply the our Terms and other agreements or to investigate potential breaches; or
- protect the rights, property or safety of Gordano Ltd, our customers, or others. This includes exchanging information with other companies and organizations for the purposes of fraud protection and credit risk reduction.
- who help us provide the Services to you.
- who you interact with via the Services and/or confirm that you wish to be contacted by.

WHERE WE STORE YOUR PERSONAL DATA

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area (**EEA**). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. These staff may be engaged in the fulfilment of your request, order or reservation, the processing of your payment details and the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

All information you provide to us is stored on our secure servers. Where we have given you (or where you have chosen) a password that enables you to access certain parts of the Services, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our Platform or via any other Service; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorized access.

We may collect and store personal data on your devices using data caches and browser web storage (including HTML 5) and other technology.

YOUR RIGHTS

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by checking certain boxes on the forms we use to collect your data. You can also exercise the right at any time by contacting us at admin@gordano.com.

Our Services may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites and any services that may be accessible

through them have their own privacy policies and that we do not accept any responsibility or liability for these policies or for any personal data that may be collected through these websites or services, such as contact and location data.

Please check these policies before you submit any personal data to these websites or use these services.

ACCESS TO INFORMATION

The Data Protection Act 1998 gives you the right to access information held about you. Your right of access can be exercised in accordance with that Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

CHANGES TO PRIVACY POLICY

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail or when you next access the Platform. The new terms may be displayed on-screen and you may be required to read and accept them to continue your use of the Platform or the Services.

CONTACT

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to admin@gordano.com, using the email subject line: Query about Cloud Privacy Policy.