

## Who we are

We are Anna Kotskaya, registered in BIR district #50, Makati, Philippines with

- TIN Number 501-133-393-000 under Line of Business 7414 (Business and Management Consultancy Activities) .

## What information do we collect?

The information we collect when you schedule the call using Calendly service is information provided directly by you. This may include:

- Contact information – information such as name, job title, company name, email address, the subject of the meeting;
- Responses to surveys and questions – information you provide in responding to services you are interested in, how did you learn about us; and,
- Include any other information collected.
- Any personal information that is provided during call scheduling and communication process is used only for the purpose of reviewing the communications and conducting the ongoing administration and management of communications as well as providing better customer experience. We will not use your personal information in an identifiable manner in any publication without your further explicit consent.
- We will delete this personal data when we reasonably consider that we no longer need it for this purpose.

### **Important note:**

- Calendly collects the following appointment information from Calendly Users: names, email addresses, the subject of the meeting; and any other information provided as required upon scheduling, pursuant to the Calendly Terms of Use. If you do not wish to become a Calendly User, please contact us using the Contact page on our website [www.annakotskaya.com](http://www.annakotskaya.com) or through other means to set up your meeting with us.
- Please note that Calendly has its own privacy notice that can be located at <https://calendly.com/pages/privacy>

# How we collect your personal information and why

We use information collected about you as outlined in this Policy.

Our primary purpose in collecting your personal data is to provide you with:

- the services you requested and those which we believe will optimize your time scheduling the call;
- the information, services or support you request and related after-call services;
- to identify you, and to contact you from time to time with service updates;
- to send other messages that are useful to the service we provide,
- to manage our relationship with you and to carry out any related administration;
- to provide personalized, targeted content and services;
- In more legal terms, we process your personal data where we have your consent to do so, which you may withdraw at any time, or otherwise where this is necessary for:
  - The take preliminary steps at your request or to performance of our services;
  - Us to fulfill our legal obligations.

## Who may use your information?

We are committed to keeping your information confidential. We do not sell, rent or lease our clients list or our subscription lists to third parties. We may disclose your personal data to comply with our legal obligations or in the interests of security, public interest or law enforcement. For example, we may respond to a request by a law enforcement agency or regulatory or governmental authority. We may also disclose data in connection with actual or proposed litigation, or to protect our property, security, people and other rights or interests.

## How Do We Protect Your Information?

We take what we consider to be appropriate technical and organizational measures to guard against unauthorized or unlawful processing of your personal data and against accidental loss or destruction of, or damage to, your personal data. While no system is completely secure, we believe the measures implemented by us reduce our vulnerability to security problems to a level appropriate to the type of data involved. We have

security measures in place to protect our user database and access to this database is restricted internally. However, it remains your responsibility:

- To maintain good internet security. For example, if your email account is compromised this could allow access to your account with us if you have given us those details. If your email account is compromised it could be used to ask us questions related to the subject of our call. You should keep all of your account details secure. If you think that your email account has been compromised – please, notify us immediately so that we can keep your information secure.

## **Where is your information processed?**

When you schedule the call with us you agreed that we may transfer your personal data to countries outside the European Economic Area. We will put in place appropriate security measures to safeguard your personal data. When we transfer your personal data outside your country, we will take steps to ensure that your privacy rights continue to be protected in compliance with applicable data protection law and this Policy.

## **Marketing and customer service communications**

We may contact you by about any of the following:

- Questions, follow-up, read list relevant to the subject of our call;
- Invitation to visit our website.

In compliance with the CAN-SPAM Act, GDPR, and CASL all email sent from us will clearly state who the email is from and provide clear information on how to contact the sender. In addition, all email messages will also contain concise information on how to remove yourself from our mailing list so that you receive no further email communication from us.

We are committed to keeping your information confidential. We do not sell, rent or lease our subscription lists to third parties, and we will not provide your personal information to any third-party individual, government agency or company at any time unless compelled to do so by law. We will use your email address solely to provide timely information about us and our programs and services.

If you prefer not to receive any direct marketing or customer service communications from us, you can opt out at any time by emailing [info@annakotskaya.com](mailto:info@annakotskaya.com)

## How long do we keep your information?

We will retain your personal data only as long as is necessary for the purposes set out in this Policy, or as is required by applicable law, and then we will delete it.

## Change in Terms of Privacy

We reserves the right to alter our privacy policies. Any changes to the policy will be posted on this page.

## Your rights

As explained above, you have the right to opt-out of receiving marketing and customer service communications from us.

How do you contact us?

If you have any questions about this Policy, we encourage you to contact us using the following details: [info@annakotskaya.com](mailto:info@annakotskaya.com)





