

## Privacy policy - VistaDraft LTD

For Know your contact form (KYC)  
For Google Drive Integration (GDrive)  
For Marketing website (www.vistadraft.com)  
For Vistalidentity and VistaCloud  
For Early Adopters Program  
For Staff and Vendors (Level A)  
For Staff and Vendors (Level B)  
Master privacy policy (applicable to all policies above)

### For Know your contact form

#### *What data do we collect?*

When you fill in the form, you will be able to share your contact details in a structured way that will be used for any contract signing purposes. As part of this process we will store your contacts and form answers, and any associated metadata, on Google's GSuite servers. This metadata might be sufficient to identify you.

#### *Why do we need this data?*

The requested data in the form is the same one as one required to fill in contractual paperwork. By providing the data via form rather than e-mail or verbally you will help to streamline contract signing process with us.

#### *How do we use your data?*

The data will be used in our contractual documents that we will be sending over for signing and for vendor management purposes.

#### *What are your options?*

If you do not consent to VistaDraft's collection of this information, then please use regular mail, verbal exchange or e-mail to transfer the data.

### For Google Drive Integration

#### *What data do we collect?*

When you connect your Google Drive account to VistaDraft, you will be able to share your documents with our application. As part of this process we will store your documents, and any associated metadata, on our VistaCloud servers. This metadata might be sufficient to identify you. We do not proactively collect any personal data associated with your Google account.

#### *Why do we need this data?*

We offer integration with Google Drive to make it easier for you, the user, to access your documents without having to leave the VistaDraft application.

### *How do we use your data?*

The VistaDraft application will be able to access, read and store files on VistaCloud that you select to share with us through your Google Drive. We will not be able to write to your Google Drive or modify these files.

### *What are your options?*

If you do not consent to VistaDraft's collection of this information, then please do not use Google Drive and Google account with VistaDraft.

**For marketing website, For VistaIdentity and VistaCloud, For Early Adopters Program, For Staff and Vendors (Level A), For Staff and Vendors (Level B)**

Coming soon.

## **Master privacy policy**

### *How long will we keep this data?*

This data will remain on our servers until the associated VistaIdentity is deleted or you notify us that you no longer consent to our storage of the data.

### *Your rights*

Under the General Data Protection Regulation, you have the right to inspect, and to withdraw, your personal data. If you would like to inspect or withdraw, then please contact us via e-mail via support address available on our marketing web site.