

GDPR Privacy Notice

1 About this Notice

This Privacy Notice (**Notice**) applies to Leximancer Pty Ltd ACN 116 218 109 and its related entities (**Leximancer, we, our and us**) in relation to the collection and Processing of your Personal Data where such Processing is subject to the application of the General Data Protection Regulation 2016/679 (**GDPR**), which may include where you are in the European Economic Area (**EEA**).

This Notice explains who we are, what information we collect about you, how we use it (including who we share that information with), how to find further details about our use of cookies, and your rights and choices regarding your Personal Data when you use our Services, our websites and other digital platforms, or where we otherwise communicate with you.

For the purposes of this Notice, Leximancer is a "controller" as that term is defined under the GDPR in relation to our use and Processing of your Personal Data.

This Notice may be amended or updated from time to time to account for changes in our practices in relation to the Processing of your Personal Data. As such, we encourage you to routinely review this Notice for further updates.

If you have any questions or concerns about our use of your Personal Data, then please contact us using the contact details below.

2 Definitions

Personal Data means any information about any individual (whether or not the individual is directly identifiable) as defined under GDPR or any other applicable law.

Process, Processed or Processing means anything done with any Personal Data, whether or not by automated means, including but not limited to collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, erasure or destruction.

Services means the services of a commercial nature that we provide which include without limitation subscription to our software as a service offerings such as LexiPortal and LexiReader or other products from time to time.

3 Categories of Personal Data we may process

The Personal Data we Process about you will depend on the nature of the relationship we have with you, the Services we are providing and the particulars of any dealing we have with you.

The Personal Data we Process about you may include:

- (a) contact information such name, address, telephone numbers, email address and organisation details (e.g. your place of work and title);
- (b) financial and billing information such as bank details, credit card details and other payment related information;
- (c) information supplied by third parties about you where they use our Services to perform analytic or other functions;
- (d) in the event you apply for a job with Leximancer, employment related information such employment history, qualification and other information in your CV;
- (e) marketing preferences;
- (f) browser and device usage information; and
- (g) otherwise information as permitted or required by law.

Generally, we will not collect sensitive categories of Personal Data about you. In the event we collect sensitive categories of Personal Data, we do so as permitted or otherwise authorised by law.

4 Collection of Personal Data

Generally, we collect your Personal Data directly from you, for example, when you send us information, use our Services or during communications with you.

We may also collect Personal Data:

- through our websites and by other electronic communication channels (e.g. when you send us an email);
- through third parties where we are engaged by the third parties, who upload your Personal Data to our various software platforms as part of our Services offering (for example, where your Personal Data is contained within a data set uploaded to Leximancer Services in connection with our provisions of software analytical services);
- from publicly available sources of information; and
- when we are otherwise permitted or required to do so by law.

Please note that if you do not provide us with your Personal Data we may not be able to provide you with any information, or otherwise provide our Services.

5 What we do with your Personal Data

We Process your Personal Data for the purpose of providing our Services. We may also Process your Personal Data as part of operating our business, compliance with our contractual and other legal obligations, improving our Services or websites, obtaining feedback, providing further information about our Services to you or as otherwise permitted by law.

Where we Process your Personal Data, we do so on lawful bases as set out below.

Purpose for Processing your Personal Data	Lawful basis for Processing
<p>For purposes in relation to the provision of our Services such as:</p> <ul style="list-style-type: none">• responding to your enquires; or• resolving complaints or disputes with you; or• carrying out tasks on behalf of our client's which involve you; or• providing our Services to you or third parties who have requested our Processing of your Personal Data.	<ul style="list-style-type: none">• It may be necessary to Process your Personal Data in order to perform a contract with you or our clients.• We have a legitimate interest for Processing your Personal Data for the purpose of providing our Services to you or our clients.• In some cases, we may Process your Personal Data for these purposes with your consent.
<p>Purposes related to the operation of our business such as:</p> <ul style="list-style-type: none">• Obtaining legal advice or otherwise exercising or defending our legal rights; or	<ul style="list-style-type: none">• The Processing is necessary for compliance with a legal obligation; or• We have a legitimate interest in carrying out the Processing as part of providing our Services and operating our business; or

<ul style="list-style-type: none"> • Managing payments, billing and collections of fees; or • Monitoring, analysing and improving the functionality of our platforms and processes; or • Ensuring the security of our communications and other processes/property that is required to operate our business; or • Where we sell or restructure any parts of our business, to respond to queries from prospective buyers; or • To train our staff; or • As part of reviewing and improving our business practices (including by seeking your feedback). 	<ul style="list-style-type: none"> • As part of performing a contract with you.
<p>Legal and regulatory compliance purposes such as:</p> <ul style="list-style-type: none"> • Complying with our legal and regulatory obligations; or • Monitoring our systems to prevent illegal or fraudulent activity; or • Comply with instructions and order from other law enforcement agencies, courts or as otherwise required by law; or • For insurance purposes. 	<ul style="list-style-type: none"> • The Processing is necessary for compliance with a legal obligation; or • We have a legitimate interest in carrying out the Processing.
<p>Marketing or providing you with electronic communications about our Services</p>	<p>Where we Process your Personal Data for this purpose we do so with your consent.</p>

If you do not agree with our legal basis for Processing your Personal Data, or otherwise provide us with your Personal Data, we may not be able to provide our Services to you.

From time to time we may use your Personal Data to provide you with information about our Services or us that may be of interest to you. If at any time you do not wish to receive any additional material from us, contact our Privacy Officer (using the details below) and we will remove your details from our marketing database.

6 Disclosure of your Personal Data

We share your Personal Data with other organisations in accordance with the purposes for which we Process your Personal Data as described above.

This may include:

- (a) sharing your Personal Data with related entities of Leximancer;

- (b) sharing your Personal Data at your request;
- (c) sharing your Personal Data with third parties who provide us with services or assist with the provision of Services to you (such as payment merchants, cloud services providers and other administrative service providers); and
- (d) where we are otherwise permitted or required by law to disclose your Personal Data.

Where we share your Personal Data with third parties, we will ensure that we have sufficient arrangements in place to protect your Personal Data and impose appropriate restrictions on their Processing of your Personal Data.

7 International transfer of Personal Data

As Leximancer is primarily based in Australia, we may transfer your Personal Data to recipients in countries outside the EEA. Where we transfer Personal Data from the EEA to a recipient outside the EEA, we ensure that appropriate safeguards in relation to the data transfer are in place.

If you would like any further information in relation to the relevant safeguards used by us to ensure the protection of your Personal Data when it is transferred outside the EEA, please contact our Privacy Officer at privacy@leximancer.com.

8 How long we retain your Personal Data

We will retain your Personal Data as necessary for the purposes for which we are Processing the Personal Data. Generally, this will depend on a number of factors, including:

- (a) any applicable law or regulations we are required to comply with;
- (b) our insurance requirements;
- (c) governance obligations in our IT back-up records;
- (d) the type of information we hold about you; and
- (e) whether we require the information as a result of any legal dispute with you or any third party.

9 Keeping your Personal Data secure

We endeavour to keep our information systems and files secured from unauthorised access. Those who work with us are aware of the legal obligations in respect to confidentiality and the importance we place on protecting your privacy.

Our procedures to securely store Personal Data include the use of secure cloud infrastructure, TLS, electronic and physical security measures, staff training and use of security software.

However, please note that the transmission of any Personal Data over the internet is not secure and we cannot guarantee the security of any data sent to us in this manner. Transmission of data over the internet is at your own risk.

10 Cookies

Our Websites and Services use cookies. For information regarding how we use cookies and similar technologies, please view our Privacy Policy at <https://info.leximancer.com/privacy-policy>.

11 Your rights in relation to your Personal Data

Where we Process your Personal Data on the basis of your consent, you have the right to withdraw your consent at any time. If you decide to withdraw your consent, we will stop Processing your Personal Data for that purpose, unless there is another lawful basis we can rely on (in which case we will let you know).

Subject to any applicable law, you may also have a number of additional rights in relation to our Processing of your Personal Information, including:

- (a) the right to not provide your Personal Data to us (however, if you do not provide us with your Personal Data, we may be unable to provide you with our Services);
- (b) the right to request access to, or copies of, your Personal Data;
- (c) the right to request information about the nature, Processing and disclosure of your Personal Data;
- (d) the right to request correction of any inaccuracies or errors in your Personal Data;
- (e) the right to request (on legitimate grounds), the erasure of your Personal Data or restricting the Processing of your Personal Data (such as in relation to direct marketing purposes);
- (f) the right to receive your Personal Data which you have provided to us in machine readable format, where we are Processing it on the basis of your consent or because it is necessary for your contract with us and where the processing is automated, and;
- (g) the right to lodge a complaint with a Data Protection Authority regarding our Processing of your Personal Data.

If you want to exercise any of your rights as described above, or to enquire further about your rights, any provision of this Notice, or our Processing of your Personal Data, please contact us by emailing our Privacy Officer at privacy@leximancer.com

As a processor of data in the course of providing our Services, we may collect and use Personal Data about individuals from third parties when we act as their service provider (**Our Customer**). Our Customers are responsible for making sure that the privacy rights of such individuals are respected, including ensuring appropriate disclosures about third party data collection and use. To the extent that we are acting as Our Customer's data processor, we will process Personal Data in accordance with the terms of our agreement with Our Customer and Our Customer's lawful instructions. If your Personal Data has been provided to us by one of Our Customers and you would like to obtain more information about how Our Customer uses third party services like ours to process your Personal Data, please contact Our Customer directly or visit their privacy policy. If you would like to exercise your data subject rights then generally you should direct your request to Our Customer.

12 Updates to this Notice

This document sets out our current Notice in relation to our Processing of your Personal Data. Our Notice will be updated periodically, with the updated version posted on our Websites.

13 Contact details

If you would like further information about this Privacy Notice or if you have any concerns over the protection of the information you have given to us or that we have collected from others, please contact our Privacy Officer at privacy@leximancer.com or by mail at:

Attention: Privacy Officer
Leximancer Pty Ltd
Level 7, General Purpose South Bldg
Staff House Road
University of Queensland
St Lucia 4072, Queensland, Australia

More information about your rights and our obligations in respect to privacy and information on making a privacy complaint are available from the relevant data protection supervisory authorities in your jurisdiction. Please contact the relevant data protection supervisory authorities in your jurisdiction for further guidance in this respect.