

## Privacy Policy

This Privacy Policy is effective from 1 May 2022 (“**Policy**”).

### **Overview**

CinProCaS Inc. collects the minimum possible Personal Data in order to provide services to you. This Privacy Policy details all cases and processes related to the collection of your Personal Data. When using our services you will be prompted to provide us with certain personally identifiable information that can be used to contact or identify you. With your express permission we will manage the following Personal Data:

- Your first and last name
- Your email address
- Your Google/Apple unique ID (if you sign up using their authentication services)
- Usage cookies on our website

The managed Personal Data may be used for the following purposes but only as specified in this Privacy Policy:

- To provide and maintain our services
- To notify you about changes to our services
- To provide customer support
- To gather analysis or valuable information so that we can improve
- To monitor the usage of our services
- To detect, prevent and address technical issues

### **I. Introduction**

This Privacy Policy will help you understand what information we collect, how we use it and what choices you have during your use of CinProCaS, your interaction with our services, any websites we own or operate and any purchases made regarding CinProCaS (“**Product**”).

This Privacy Policy complements our Terms of Service which set out the agreement between you and Cinematography Production Cards System Incorporated (“**CinProCaS Inc.**”). By using our Product, you agree to this Policy– without agreeing to this Policy you may not use our Product. CinProCaS Inc. reserves the right to modify this Policy unilaterally. Should this Policy be modified by us, we will notify you in the Product. Continued use of the Product means that the modified Policy will apply to you.

CinProCaS Inc. (690 Main street #1029 Safety Harbor, FL US 34695) is the data controller responsible for maintaining and enforcing this Privacy Policy and ensuring the safety of your private data. If you have any questions or comments regarding this Policy, you may contact CinProCaS Inc. at: [cinprocasinfo@gmail.com](mailto:cinprocasinfo@gmail.com) CinematographyProductionCards System Incorporated is referred to as “CinProCaS Inc.” or “we” in this Policy.

### **II. Information we collect and use**

This Privacy Policy covers our use of any identifying information (“**Personal Data**”) we may collect about you during your use of our Product. We need to collect this information to provide the Product to you as outlined in the Terms of Service.

The following Personal Data is collected about you by us:

- When you register for our Product, you give us Personal Data voluntarily. We collect and use that information to authenticate you when you register an account and use the Product, to make sure you are eligible to receive the Product. During registration you may either use your pre-existing Google account, Apple ID or create a bespoke account with your email address and a password. Using your pre-existing Google account or Apple ID with its external single sign-on service means your data is subject to Google’s or Apple’s applicable privacy policy and your privacy settings with Google or Apple.
  - o If you choose to link your Google account to our Product, we will collect the email address provided by Google and an authentication token provided by Google as well as your name if your privacy settings allow us to access it. Google may notify you that additional information is accessible by us in your profile, however CinProCaS Inc. does not collect any more information than what is described in this Policy.
  - o If you choose to link your Apple ID to our Product, we will collect email address provided by Apple and an authentication token provided by Apple as well as your name if your privacy settings allow us to access it. Apple may notify you that additional information is accessible by us in your profile, however CinProCaS Inc. does not collect any more information than what is described in this Policy.
  - o If you choose to create a bespoke account – or your Google privacy settings restrict our access – you will have to provide a valid email address and a password.
  - o Data collected during registration is stored until your account is deleted. You may request to have your account deleted or the data provided during registration modified at any time.
- When you make a purchase through the Product (in-app purchase) additional Personal Data may be provided to us by the payment provider. This data may include your name, mailing address, phone number, country of residence, date of birth and email address. This data is subject to the privacy policy of the Google Play Store or the Apple App Store – depending on your system of choice. Your payment data (credit card number, financial information) is never shared with or collected by us.
- When you visit our website [www.cinprocas.com](http://www.cinprocas.com) you will see an information banner regarding the use of cookies. These cookies are utilized by WordPress, our website engine. CinProCaS Inc. does not collect or store any information with the use of cookies.

Your Personal Data is used for the following additional purposes:

- We may use your email address to communicate with you and provide support.
- We may use your email address to share updates and news about our Product with you. This feature is optional and is only used if you expressly sign up for email updates.

### **III. Information we share about you**

CinProCaS Inc. does not mine, share or sell your Personal Data to third parties. Your data is stored in Google Firebase which is required to provide the Product to you. This data is only used to provide the Product to you, and Google Firebase may not use or disclose your Personal Data for any other purpose. For more information and for the terms of service of Google Firebase please visit <https://firebase.google.com>.

All user data created using the Product or uploaded to it is safely stored in Firebase, encrypted with the AES protocol. CinProCaS Inc. does not have the decryption keys for the user data, therefore we can never access user created information. User data within the Product is stored in “projects”.

These projects cannot be accessed by CinProCaS Inc. Only the following user information is logged:

- device operating system version and device make (in order to manage connected devices – max 5)

- application version number
- last login date
- last project edit date, the title of the edited project

We may also cooperate with government and law enforcement officials to comply with the law. We only share information about you to government or law enforcement officials to respond to legal claims, to protect our or your rights and safety and to investigate, prevent and stop any activity that we consider illegal, unethical or legally questionable. As detailed above, unless otherwise noted in this Policy, CinProCaS Inc. encrypts user data therefore legal compliance can only extend to the sharing of the encrypted files –CinProCaS Inc. has no ability to decrypt encrypted user information, the encryption keys are tied to the user accounts.

#### **IV. How your data is stored**

CinProCaS Inc. operates within the United States of America, however due to the general infrastructure of the internet, your data may be transferred to and stored in a country other than your residence. Wherever your data is transferred to or stored we will provide a similar degree of protection as required by your country of residence. For residents of the European Union (or the European Economic Area) this means the degree of protection provided by EU Regulation 2016/679 the General Data Protection Regulation (GDPR).

We take all reasonable measures to secure and protect your Personal Data from accidental loss, unauthorized access or use, improper alteration, or disclosure. Your unencrypted Personal Data is only accessible by CinProCaS Inc. and parties necessarily involved in creating, producing, or delivering the Product. Your encrypted Personal Data is only accessible by your user account. All handling of your Personal Data is subject to this Policy regardless of the data handler. CinProCaS Inc. is legally required to notify you in case your Personal Data is lost, breached, or mishandled.

#### **V. Your rights over your data**

You may at any time:

- request access to all Personal Data we store about you
- delete or correct your Personal Data
- ask us to stop using your Personal Data and request it deleted
- file a complaint with a regulatory agency

To exercise your rights, you may:

- where applicable use the options provided to you within the Product
- contact us at [cinprocasinfo@gmail.com](mailto:cinprocasinfo@gmail.com)

#### **VI. Third party access**

During your use of our Product you may access links to third party websites or resources, not operated or controlled by CinProCaS Inc.

Any information you provide to third party services or that is collected by these services are subject to the respective party's privacy policy. CinProCaS Inc. assumes no responsibility for the content, privacy, policy, or security of any third-party services.