

PRIVACY POLICY

1 INTRODUCTION

This document sets out the privacy policy of Aurelie Marie Grignard ABN 93 328 191 604 (referred to in this privacy policy as 'Orelie'). For the purposes of applicable data protection law, (in particular, the General Data Protection Regulation (EU) 2016/679 (the "GDPR") and the UK Data Protection Act 2018), your data will be controlled by Orelie.

This privacy policy applies whenever Orelie collects your personal information (or personal data). This includes between you, the visitor to this website (whether directly as Orelie's customer or as personnel of Orelie's customer), and Orelie, the owner and provider of this website and also where Orelie is directed by a third party to process your personal information. This privacy policy applies to Orelie's use of any and all data collected by Orelie or provided by you in relation to your use of the website and the provision of Orelie's services to you.

Orelie takes their privacy obligations seriously and Orelie has created this privacy policy to explain how Orelie collects and treat your personal information. Personal information is any information which could identify you.

2 TYPES OF PERSONAL INFORMATION ORELIE COLLECTS

The personal information Orelie collects may include the following:

- (a) name;
- (b) mailing or street address;
- (c) email address;
- (d) social media information;
- (e) telephone number and other contact details;
- (f) age;
- (g) date of birth;
- (h) credit card or other payment information;
- (i) sensitive information as set out below;
- (j) information about your business or personal circumstances;
- (k) information in connection with client surveys, questionnaires and promotions;
- (l) when Orelie uses analytical cookies, your device identity and type, I.P. address, geo-location information, page view statistics, advertising data and standard web log information;
- (m) information about third parties; and
- (n) any other information provided by you to Orelie via this website, in the course of Orelie providing services to you, or otherwise required by Orelie or provided by you.

3 HOW ORELIE COLLECTS PERSONAL INFORMATION

Orelie endeavours to ensure that information Orelie collects is complete, accurate, accessible and not subject to unauthorised access.

Orelie may collect personal information either directly from you, or from third parties, including where you:

- (a) contact Orelie through any bulletin boards, blogs, chat rooms, message boards or similar public forums on the website;
- (b) communicate with Orelie via email, telephone, SMS, social applications (such as LinkedIn, Facebook or Twitter) or otherwise;
- (c) engage Orelie to perform services to you (including where you provide information to Orelie through a survey);

- (d) when you or your organisation offer to provide, or provides, services to Orelie;
- (e) interact with Orelie's website, social applications, services, content and advertising; and
- (f) invest in Orelie's business or enquire as to a potential purchase in Orelie's business.

Orelie may also collect personal information from you when you use or access Orelie's website or Orelie's social media pages. This may be done through use of web analytics tools, 'cookies' or other similar tracking technologies that allow Orelie to track and analyse your website usage. For more information, please see Orelie's Cookie Policy.

(Community forums) Orelie may also collect personal information (including sensitive information) from you when you post or communicate with Orelie or other users on any bulletin boards, blogs, chat rooms, message boards or similar public forums on Orelie's website. Any information that you submit or post to these forums could be viewed by other viewers or may otherwise be publicly available. Orelie is not responsible for the personal information (including sensitive information) you choose to submit in these forums, so please be careful about what you disclose and do not post any information that you expect to keep private. If you would like to request removal of your information from Orelie's forums, please contact Orelie at: contact@aromaquantisme.com.

4 USE OF YOUR PERSONAL INFORMATION

Orelie collects and use personal information for the following purposes:

- (a) to provide services or information to you;
- (b) for record keeping and administrative purposes;
- (c) to comply with Orelie's legal obligations, resolve disputes or enforce Orelie's agreements with third parties;
- (d) where Orelie has your consent, including to send you marketing and promotional messages and other information that may be of interest to you. In this regard, Orelie may use email, SMS, social media or mail to send you direct marketing communications. You can opt-out of receiving marketing materials from Orelie by using the opt-out facility provided (e.g. an unsubscribe link);
- (e) for Orelie's legitimate interests including:
 - (i) to develop and carry out marketing activities and to conduct market research and analysis and develop statistics;
 - (ii) to improve and optimise Orelie's service offering and customer experience;
 - (iii) to send you administrative messages, reminders, notices, updates and other information requested by you;
 - (iv) to consider an application of employment from you; and
 - (v) the delivery of Orelie's services.

5 SENSITIVE INFORMATION

Orelie may collect sensitive information about you during the course of providing you services. The type of sensitive information Orelie may collect includes: religion, philosophical beliefs, sexual orientation or practices, health information or biometric information.

Orelie will only collect this sensitive information where you consent and provide Orelie with this information, such as when you post it on any forums or message boards on Orelie's website or when you provide it through a survey. If you consent, your sensitive information may only be used and disclosed for purposes relating to providing you with Orelie's services.

Your sensitive information may also be used or disclosed to comply with Orelie's legal obligations.

6 SHARING YOUR DATA

Orelie may share your personal information in certain circumstances, as follows:

- (a) where there is a change of control in Orelie's business or a sale or transfer of business assets, Orelie reserves the right to transfer to the extent permissible at law Orelie's user databases, together with any personal information and non-personal information

contained in those databases. This information may be disclosed to a potential purchaser under an agreement to maintain confidentiality. Orelie would seek to only disclose information in good faith and where required by any of the above circumstances;

- (b) credit-checking agencies for credit control reasons;
- (c) disclosures required by law or regulation; and
- (d) service providers and other affiliated third parties to enable Orelie to provide Orelie's services to you including other professional advisers such as accountants, disaster recovery service providers or auditors and/or overseas counsel.

7 SECURITY

Orelie takes reasonable steps to ensure your personal information is secure and protected from misuse or unauthorised access. Orelie's information technology systems are password protected, and Orelie uses a range of administrative and technical measures to protect these systems. However, Orelie cannot guarantee the security of your personal information.

8 LINKS

Orelie's website may contain links to other websites. Those links are provided for convenience and may not remain current or be maintained. Orelie is not responsible for the privacy practices of those linked websites and Orelie suggests you review the privacy policies of those websites before using them.

9 YOUR RIGHTS

You have various rights with respect to Orelie's use of your personal information:

- (a) **Access:** You have the right to obtain access to your information (if we're processing it) and certain other information (similar to that provided in this privacy notice). This is so that you're aware and can check that we're using your information in accordance with data protection law.
- (b) **Be informed:** You have the right to be provided with clear, transparent and easily understandable information about how Orelie uses your information and your rights. This is why we're providing you with the information in this privacy policy.
- (c) **Rectification:** Orelie aims to keep your personal data accurate, current, and complete. Orelie encourages you to contact Orelie using Orelie's contact form to let Orelie know if any of your personal data is not accurate or changes, so that Orelie can keep your personal data up-to-date.
- (d) **Objecting:** You also have the right to object to processing of your personal data in certain circumstances, including processing for direct marketing.
- (e) **Restricting:** You have the right to 'block' or suppress further use of your information. When processing is restricted, Orelie can still store your information, but may not use it further.
- (f) **Erasure:** You have the right to ask Orelie to erase your personal data when the personal data is no longer necessary for the purposes for which it was collected, or when, among other things, your personal data have been unlawfully processed.
- (g) **Portability:** You have the right to request that some of your personal data is provided to you, or to another data controller, in a commonly used, machine-readable format.
- (h) **Complaints:** If you believe that your data protection rights may have been breached, you have the right to lodge a complaint with the applicable supervisory authority. In the UK, the supervisory authority is the Information Commissioner's Office.
- (i) **Withdraw consent:** If you have given your consent to anything Orelie does with your personal information, you have the right to withdraw your consent at any time. This includes your right to withdraw consent to Orelie using your personal information for marketing purposes.

You may, at any time, exercise any of the above rights, by contacting Orelie's email address provided below.

10 HOW LONG ORELIE KEEPS DATA

Orelie will only retain your personal data for as long as necessary to fulfil the purposes Orelie collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Orelie will securely destroy your personal data in accordance with applicable laws and regulations.

If you would like further information about Orelie's specific retention periods for your personal information, please contact Orelie using Orelie's email address provided below.

11 TRANSFERS OUTSIDE THE EUROPEAN ECONOMIC AREA ('EEA')

To provide Orelie's services, Orelie may transfer the personal information Orelie collects to countries outside of the UK or EEA which do not provide the same level of data protection as the country in which you reside and are not recognised by the European Commission as providing an adequate level of data protection.

When Orelie does this, Orelie will make sure that it is protected to the same extent as in the EEA and UK as Orelie will put in place appropriate safeguards to protect your personal information, which may include standard contractual clauses.

For more information, please contact Orelie at the email address provided below.

12 CONTACT ORELIE

For further information about Orelie's privacy policy or practices, or to access or correct your personal information, or make a complaint, please contact Orelie using the details set out below:

Email: contact@aromaquantisme.com

Orelie may change this privacy policy from time to time by posting an updated copy on Orelie's website and Orelie encourage you to check Orelie's website regularly to ensure that you are aware of Orelie's most current privacy policy. Where Orelie makes any significant changes, Orelie will endeavour to notify you by email.

Orelie's privacy policy was last updated on [24/01/2022].