

Risk CoPilot Privacy Policy

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1. INTRODUCTION

This Privacy Notice describes how Risk Copilot, a data processor, collects, uses, and discloses your personal data when you visit our website and use our risk management software platform on behalf of our clients (data controllers).

2. DATA WE PROCESS

As a data processor, Risk Copilot processes the following types of personal data:

- **Risk information:** This includes identified risks, their risk ratings, associated control measures, and the individuals responsible for managing and mitigating these risks.
- **User emails:** User emails are used for login purposes and to send system-generated alerts about new actionable items within the platform.
- **Contact form data:** If you submit our contact form, we collect your name and email address.

3. DATA PROCESSING PURPOSES

We process personal data solely to provide our risk management software service to our clients and fulfil their specific instructions. This includes:

- Facilitating access to the platform through user login credentials.
- Delivering system-generated email notifications regarding new tasks and actionable items.
- Responding to inquiries submitted through our contact form.

4. DATA SHARING

We do not share your personal data with any third-party sub-processors. Your data remains secure within the Risk Copilot platform.

5. DATA SECURITY

We take appropriate security measures to protect your personal data from unauthorised access, disclosure, alteration, or destruction. This includes:

- Utilising secure hosting infrastructure with AWS, a leading cloud service provider with robust security practices.

- Implementing industry-standard security measures for data protection within our platform.

6. DATA RETENTION

We retain your personal data for up to five years unless instructed otherwise by our clients (the data controllers). You can also request the deletion of your personal data by contacting us at contact@riskcopilot.io

7. DATA SUBJECT RIGHTS

As the data controller from the point of receiving your request, Risk Copilot will facilitate your rights regarding your personal data. These rights include:

- Access: You have the right to request a copy of the personal data we hold about you.
- Rectification: You have the right to request that we correct any inaccurate personal data we hold about you.
- Erasure: You have the right to request that we delete your personal data.

To exercise any of these rights, please contact us at contact@riskcopilot.com. We will respond to your request within a reasonable timeframe.

8. COOKIES AND TRACKING TECHNOLOGIES

We do not use cookies or other tracking; this is subject to change.

9. THIRD-PARTY SERVICES

Our website may embed social media content, such as LinkedIn. These third-party services may collect and process your personal data in accordance with their own privacy policies. Please refer to the privacy policies of these third-party services for more information.

10. CHANGES TO THIS NOTICE

We may update this Privacy Notice from time to time. We will notify our clients of any significant changes.

11. CONTACT US

If you have any questions about this Privacy policy or our data practices, please contact us at contact@riskcopilot.io.