

Privacy Notice

Decisioncraft ADR respects your right to privacy. This Privacy Notice explains who we are, how we collect, share and use personal information about you, and how you can exercise your privacy rights. It applies to all individuals who access our website at [www.Decisioncraft ADR.com](http://www.DecisioncraftADR.com) (“**Website**”), engage our services (“**Services**”), or engage in recruitment. We recommend that you read this Privacy Notice in full to ensure you are fully informed.

What does Decisioncraft ADR do?

‘Decisioncraft ADR’ is the trading name of Decisioncraft ADR, LLC, a Colorado limited liability company.

For more information about Decisioncraft ADR and the services we offer, please see the Our Services section of the Website.

What personal information does Decisioncraft ADR collect when you visit our Website and why?

The personal information that we may collect about you when you visit our website broadly falls into the following categories:

Information that you provide voluntarily

We collect personal information that you provide voluntarily through our Website, for example when completing online forms to contact us. The information we collect about you may include some or all of the following:

- Name and job title;
- Company or organization;
- Contact information, including email address and telephone number(s);
- Demographic information such as postcode, preferences and interests;
- Information pertinent to fulfilling our Services to you; and
- Any other personal information that you voluntarily choose to provide to us.

If we ask you to provide any other personal information not described above, the personal information that you are asked to provide, and the reasons why you are asked to provide it, will be made clear to you at the point that you are asked to provide your personal information.

Information that we collect automatically

When you visit our Website, we may collect certain personal information automatically from your device.

Specifically, the information we collect automatically may include information like your IP address, device type, unique device identification number, browser-type, broad geographic location (e.g., country or city-level location) and other technical information. We may also collect information about how your device has interacted with our Website, including the pages accessed and links clicked.

Collecting this information enables us to better understand the visitors who come to our Website, where they come from, and what content on our Website is of interest to them. We use this information for our internal analytics purposes and to improve the quality and relevance of our Website to our visitors.

Some of this information may be collected using cookies and similar tracking technology.

What personal information does Decisioncraft ADR collect when you engage our Services and why?

When you engage us to provide you with Services, we collect and use personal information which is necessary for the performance of those Services.

The majority of the personal information we collect and use to provide our Services is supplied voluntarily by (or collected by us from third party sources at the request of) the parties who engage us and their counsel and other representatives (together, “**Parties**”). Because of this, if you are a Party, then it will generally be obvious to you what personal information we collect and use. This information may include:

- Basic information such as your name, the company you work for, your position and your relationship to a person;
- Contact information such as your postal address, email address and telephone number(s);
- Financial information, such as payment related information;
- Identification and background information provided by you or collected as part of our business acceptance process;
- Special categories of personal information, such as information about a person’s physical or mental health, alleged criminal activities, or similar where this is necessary in connection with the Services we provide (for example, when handling a personal injury related dispute or where a criminal case is relevant to a dispute before us); and
- Any other personal information relating to you or other third parties that you may provide to us for the purpose of receiving our Services.

We use this information to facilitate the provision of our Services to the Parties. In addition, we will process identification and background information as part of our business acceptance, finance, administration and marketing processes, including anti-money laundering, conflict, reputational and financial checks, and to fulfil any other legal or regulatory requirements to which we may be subject. The information the Parties provide may be disclosed with the Parties’ permission. As part of our processing of information for marketing purposes we may collect information from responses provided to marketing campaigns via email. This information would be used for internal analytics purposes and to improve the quality, relevance and compliance of our marketing.

What information does Decisioncraft ADR collect when you engage in recruitment services?

Decisioncraft ADR collects information from and about candidates in connection with available employment opportunities at Decisioncraft ADR. This information may include CVs, identification documents, academic records, work history, employment and references.

When and with whom might Decisioncraft ADR share your personal information?

Confidential information that Parties disclose to Decisioncraft ADR in connection with receipt of our Services will be governed by the engagement agreement between each Party and Decisioncraft ADR. We may disclose other information to the following categories of recipients.

- To any competent law enforcement body, regulator, government agency, court or other third party where we believe disclosure is necessary: (i) as a matter of applicable law or regulation, (ii) to exercise, establish or defend our legal rights, or (iii) to protect your vital interests or those of any other person;
- To Decisioncraft staff and contractors; and
- To a person you have given us your consent to disclose to.

Legal basis for processing personal information

Our legal basis for collecting and using the personal information described above will depend on the personal information concerned and the specific context in which we collect it.

However, we will normally collect personal information from you only where we have your consent to do so, where we need the personal information to perform a contract with you (for example, when providing our Services), or where the processing is in our legitimate interests and not overridden by your data protection interests or fundamental rights and freedoms. In some cases, we may also have a legal obligation to process personal information about you, or may need to process personal information in order to exercise, establish or defend legal claims.

If we ask you to provide personal information to comply with a legal requirement or to perform a contract with you, we will make this clear at the relevant time and advise you whether the provision of your personal information is mandatory or not (as well as the possible consequences, if any, if you do not provide your personal information).

If you have questions about or need further information concerning the legal basis on which we collect and use your personal information (including any legitimate interests relied upon), please send an email to info@DecisioncraftADR.com.

How does Decisioncraft ADR keep my personal information secure?

We use appropriate technical and organizational measures to protect the personal information that we collect and process about you. The measures we use are designed to provide a level of security appropriate to the risk of processing your personal information.

International data transfers

In matters that have an international component or for Parties or users who engage with the Website our utilize our Services from other countries, personal information may be processed in countries that may have data protection laws that are different from American laws. However, we have taken appropriate safeguards to require that the personal information we process will remain protected in accordance with this Privacy Notice when transferred internationally.

Data retention

We will retain personal information we collect from you where we have an ongoing legitimate business need to do so (for example, to provide you with a service you have requested or to comply with applicable legal, tax or accounting requirements).

When we have no ongoing legitimate business need to process your personal information, we will either delete or anonymize it or, if this is not possible (for example, because your personal information has been stored in backup archives), we will securely store your personal information and isolate it from any further processing until deletion is possible.

Your data protection rights

You have the following data protection rights:

- If you wish to access, correct, update or request deletion of your personal information, you can do so at any time by sending an email to Info@DecisioncraftADR.com.
- You can object to the processing of your personal information, ask us to restrict processing of your personal information or request portability of your personal information. You can exercise these rights by contacting us by email at Info@DecisioncraftADR.com.
- You have the right to opt-out of marketing communications we send you at any time. You can exercise this right by clicking on the “unsubscribe” or “opt-out” link in the marketing e-mails we send you. To opt-out of other forms of marketing (such as postal marketing or telemarketing), then please email Info@DecisioncraftADR.com.
- Similarly, if we have collected and process your personal information with your consent, then you can withdraw your consent at any time. Withdrawing your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal, nor will it affect processing of your personal information conducted in reliance on lawful processing grounds other than consent; and
- You have the right to complain to a data protection authority about our collection and use of your personal information. For more information, please contact your local data protection authority. (Contact details for data protection authorities in the European Economic Area, Switzerland and certain non-European countries (including the US and Canada) are available [here](#).)

We respond to all requests received from individuals wishing to exercise their data protection rights in accordance with applicable data protection laws.

Updates to this Privacy Notice

We may update this Privacy Notice from time to time in response to legal, technical or business developments. When we update our Privacy Notice, we will take appropriate measures to inform you, which will be consistent with the significance of the changes we make. We will obtain your consent to any material Privacy Notice changes if and where this is required by applicable data protection laws.

You can see when this Privacy Notice was last updated by checking the “last updated” date displayed at the end of this Privacy Notice.

How to contact us

If you have any questions or concerns about our use of your personal information, please email us at Info@DecisioncraftADR.com.

If you are a visitor to our Website, the data controller of your personal information is Decisioncraft ADR, LLC.

Last update May 2021.