

Nasco ME Insurance Brokers LLC (**Nasco or We**) strongly believes in protecting the privacy of our Nasco Connect Application (the **Application**) Users (the **Users or You**) who visit our website, located at [www.nascomiddleeast.com](http://www.nascomiddleeast.com); [www.nascodubai.com](http://www.nascodubai.com); [portal.nascoconnect.com](http://portal.nascoconnect.com) (the **Website**). The Website and the Application being referred to collectively as the **Platforms**). This privacy statement (the **Statement**) is intended to inform the Users of the ways in which Nasco collects personal information, the uses to which that information will be put, and the ways in which Nasco will protect any personal information the Users choose to provide via the Platforms. Generally, personal information (the **Personal Information**) is information that can be used to identify the User, or his activity on the Platforms or through services offered thereon.

**This Statement applies solely to data collected via the Platforms. There may be additional information that might be collected about the User, or the User’s company, pursuant to other relationships or for other purposes. such collection will subject to other agreements and rules.**



## **DATA WE COLLECT**

The Personal Information collected by Nasco through the Platforms falls into two categories: (1) information voluntarily supplied by the Users on the Platforms and (2) information gathered via automated means as the Users navigate through the Platforms.

### **1 Information voluntarily provided by the User**

You may choose to provide us with information to help us serve his/her needs. Any Personal Information You send us will be used only for the purpose indicated on the Platforms or in this Statement.

### **2 Information Collected by our Platforms**

We may require You to provide specific information about yourself when You engage in certain activities. Although it is optional for You to disclose the requested information, You must do so in order to engage in certain activities on the Platforms, or in case You need to maintain a relationship with us; Nasco uses various tools to enhance the Users experience and track Users, such as dialogue flow and google analytics.

The Personal Information collected from You will vary depending on which products or services You engage us to provide. The Personal Information We collect might include but would not be limited to the following:

- **Personal data of the User and his/her family members**, such as first and last name, marital status, proof of identification (passport or local ID), email address, postal address, phone number, and other similar contact data, date and place of birth, gender, nationality, and family members related data;
- **Business contact information** such as employer name, job function, job title, department, employer size and locations and tax residency;
- **Contractual information** such as any information allowing us to perform our contractual duties and insurance brokerage services; and
- **Technical information** about your device for security purposes such as your IP address or operating system.



## THE USE OF THE COLLECTED DATA

Nasco will use the information provided by You to serve your needs. This may include services such as issuing a quotation or a policy, resolve a complaint or sharing any information written materials, updates in response to your requests.



## DATA SHARING

We will not sell, exchange, or otherwise distribute your Personal Information without your consent, except to the extent required by law, in accordance with your instructions, or as identified in this Statement, however, we may share your Personal Information with the following parties in order to serve your needs and/or to enable us to comply with our legal obligations:

- **Affiliates:** Our affiliates to enable them to (1) provide services to You as requested by You, (2) to contact You regarding additional products and services in which You have expressed an interest.
- **Agents and Service Providers.** We sometimes contract with other companies and individuals to perform functions or provide services for us or on our behalf. They may have access to Personal Information, as needed to perform their functions, but are contractually restricted from using it for purposes other than providing services for Nasco or on our behalf.
- **Legal Matters.** Nasco may preserve, and has the right to disclose, any information about You or your use of the Platforms without your prior permission if Nasco has a good faith belief that such action is necessary to: (a) protect and defend the rights, property, or safety of Nasco or its affiliates, other users of the Platforms, or the public; (b) enforce the terms and conditions that apply to use of the Platforms; (c) respond to claims that any content violates the rights of third parties; (d) respond to claims of suspected or actual illegal activity; (e) respond to an audit or investigate a complaint or security threat; or (f) comply with applicable law, regulation, legal process, or governmental requests.



## DATA RECORDS

We will collect and retain your Personal Information: For as long as it is necessary for the purpose or purposes for which the collection was intended;

- For the purposes of performing or fulfilling a contractual obligation with You or the organization that You represent or in order to provide You with requested services, or to comply with our own legal requirements, and, therefore, for legitimate business purposes; and
- For as long as required or permitted by law.

Keeping your information up to date and accurate is important to us. We commit to regularly review and correct where necessary, the information that we hold about You. If any of your information changes, please email or write to us, or call us using the contact information noted below. You have the right to ask for a copy of the information we hold about You and/or ask for deletion of all Personal Information we hold (except that we may keep copies of such information if that is needed in order to meet our local legal requirements).

As we want to make sure that your Personal Information is accurate, complete and up to date, You may ask us to correct any Personal Information about You if You believe that it is considered by You incomplete, inaccurate or obsolete.

No fee is payable under normal circumstances if You wish to exercise any of your rights specified in this Statement. We reserve the right to charge a reasonable fee for requests that are manifestly unfounded, excessive, or repetitive. Such charges will be based only on the administrative cost that we will incur in order to respond to your request.



**MEASURES IN PLACE TO PROTECT YOUR PERSONAL INFORMATION**

The confidentiality and Security of your Personal Information is important to us. We have implemented reasonable physical, technical and administrative security standards to protect Personal Information from loss, misuse, alteration or destruction.

We protect your Personal Information against unauthorized access, use or disclosure, using security technologies and procedures. Only authorized individuals who are subject to continuous training on protection of Personal Information, will access your Personal Information.

Our service providers and agents are contractually bound to maintain the confidentiality of Personal Information and may not use the information for any unauthorized purpose.



**CHANGES TO PRIVACY STATEMENT**

The Statement is subject to change at any time. It was adopted on [●].

Any changes we make to this Statement become effective immediately when we post the revised Statement on the Platforms. We recommend that You review this Statement regularly to be informed of any changes.



**COOKIES**

We may also acquire certain information about You from a "cookie" and/or from your IP/Internet address. Cookies are small pieces of information that are stored by your web browser on your computer's hard drive and allow us to serve You faster and more efficiently. Please refer to our cookies policy for further information on what cookies are being used for and for what purpose.

If You have any questions, concerns, or complaints about this Statement, or our privacy practices in general, please address them to [compliance@nascodubai.com](mailto:compliance@nascodubai.com) or by phone : **+971 4 351 429**