

## Privacy Policy

This Policy sets out how the Rouse Network (“Rouse” “we,” or “us”) handles Personal Information collected by us or provided by you. By engaging us to provide services or submitting Personal Information to us you accept the terms to this Policy and consent to our use, collection, disclosure and retention to Personal Information as described in this Policy.

### Personal Information

“Personal Information” means any information relating to an identifiable natural person. An identifiable natural person is one who can be identified, directly or indirectly, by reference to the Personal Information.

### The types of Personal Information we collect

The Personal Information we collect about you may include but is not limited to your name, address, employer, telephone number, email address, online identifier, identification/passport number, location data, and any other Personal Information provided by you.

### How and why we use Personal Information

We may use your Personal Information for different purposes including but not limited to: establishing your identity; communicating with you; managing our relationship with you; providing you with our services; sending you communications which we believe may interest you; to comply with our legal obligations; and when instructing third parties on your behalf (wherever they are located) which may include those third parties providing your Personal Information to government bodies and other entities which administer intellectual property in that jurisdiction; and other service providers including technology and Internet service providers, data storage providers etc.

### Disclosure and use of Personal Information to and by third parties

We may disclose your Personal Information to third parties who carry out functions on our behalf or who we instruct on your behalf to provide services to you or as required by law. Where it is necessary for Personal Information to be provided to a third party for the provision of a service to us, we will seek to prevent the unauthorised use or unauthorised disclosure of the Personal Information by the third party. You agree that, subject to any additional obligations under applicable laws, third parties who receive Personal Information from us may use and disclose the Personal Information subject to their privacy policies and the laws applicable to them.

We do not disclose Personal Information to third parties for the purpose of third party direct marketing.

### Consent

You agree that we may share your Personal Information within the Rouse Network and with third parties who carry out functions on our behalf or assist us to deliver our services, such as business associates, contractors, agents or service providers.

You agree that we may communicate with you to provide you with information or details of products, services, events, and resources we think may be of interest to you. The permission you provide to us is not limited in time. You may elect to opt out of receiving communications from us by (i) contacting us using the contact information provided below; or (ii) by using the ‘unsubscribe’ facility on a communication we send to you.

If you ask us to opt out of receiving further communications from us with information or details of products, services, events, and resources we will take steps to ensure you do not receive any further information from

us in future. It is not possible to opt out of receiving communications from us where such communications are required for the conduct of our business (i.e. where you are a client, a former client or a third party with whom we must communicate on a matter for a client).

### **Where we store and process Personal Information**

We may store and process your Personal Information in a country in which the Rouse Network has a business operation or in a country or countries in which the Rouse Network utilises 'cloud' storage or applications. Details of the entities within the Rouse Network may change from time to time and can be requested using the contact information set out later in this Policy.

We may store and process Personal Information in databases, in applications, in hard copy files, on servers, in the 'cloud', on laptops, on desktop computers, on mobile phones, on tablets or elsewhere. We may use secure offsite storage facilities.

### **Security of Personal Information**

We seek to ensure that Personal Information is kept secure and take reasonable steps to protect it from misuse, loss, interference, unauthorised access, modification, or disclosure. We use a variety of security measures both physical and electronic to secure Personal Information.

We regularly review these arrangements to ensure we are taking reasonable and technically feasible steps available at the time to protect your Personal Information.

We cannot guarantee that your Personal Information is totally protected: for example, from hackers, interference, or misappropriation. You acknowledge that the security of online transactions and the security of communications sent by electronic means or by post cannot be guaranteed. You provide information to us via the internet or by post at your own risk. We do not accept responsibility for misuse or loss of, or unauthorised access to, your Personal Information where the security of information is not within our control. If you suspect any misuse or loss of, or unauthorised access to, your Personal Information, please contact us immediately using the contact details set out later in this Policy.

### **How long we keep Personal Information**

We retain Personal Information for as long as we reasonably require it for legal or business purposes and we take reasonable steps to destroy all Personal Information when we no longer need the Personal Information.

### **Accessing and updating Personal Information**

We respect your right to access and control your information, and we will respond to requests for information and, where applicable, will correct, amend, or delete your personal information. You can provide us with updated information or for any other requests related to your personal information by contacting us using the contact information provided below.

### **Contact Details**

If you would like to update or correct your Personal Information, seek access to Personal Information we hold about you, or if you have any questions or complaints about how we collect, use, disclose, manage or store your Personal Information, you can contact us via [dataprivacy@rouse.com](mailto:dataprivacy@rouse.com).

## Privacy Policy

### Changes to this Policy

We may change this Policy at any time. The current version of this Policy is the version on our website. Changes are effective immediately when we post the new version on our website. Your continued use of our website and/or receipt of our services signify your continued consent to this Policy.