

Beyond.RFP

Office Add-In and Cloud Services

Privacy Policy

EU Region Policy Last Updated: 24-04-2023

Beyond Software Consulting GmbH ("Beyond"), Hansaring 61, 50670 Cologne, Germany cares about the privacy of your data and is committed to protecting it. This Privacy Policy explains what information is collected about you through the usage of the Beyond.RFP Add-In (Beyond.RFP) and why. In addition, we also inform you about your rights and choices concerning the EU General Data Protection Regulation (EU-GDPR).

Responsible Entity

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Usage of Beyond.RFP Add-in

When you interact with Beyond.RFP, Beyond collects information that could be used to identify you (personal data). Some of the information we collect is stored in a way that cannot be linked back to you (non-personal data).

The usage of Beyond.RFP requires a Microsoft Office 365 account with Single Sign On (SSO) functionality. The processing of personal data by Microsoft and affiliated partners does not fall under the responsibility of Beyond. Detailed information on the usage and purpose of processing of your personal data by Microsoft and affiliated partners can be found on their respective websites. Beyond.RFP can be integrated in the Microsoft Office 365 products, such as Microsoft Word, Excel and Outlook. You also have the option to connect Beyond.RFP to your Microsoft SharePoint. When you download and install our Beyond.RFP Add-in using Microsoft Office 365, you voluntarily give us access to certain personal data, including:

- Your name and email address: This information is depending on your registration information of Microsoft Office 365 and is given to us through the installation process.

Other information we collect

Following information is collected as you use Beyond.RFP:

- License Key: When you use Beyond.RFP your License key is automatically transferred to our system and compared to the License key in our database to check and verify your License status.
- Q&A-Data: As you can create and edit questions and answers (Q&A) with your Beyond.RFP Add-In, this data will be stored in our database. The records you created can be searched through your use of Beyond.RFP. In addition, Beyond.RFP can also search keywords of documents on your Microsoft SharePoint, if you established a connection to Microsoft SharePoint in the Beyond.RFP settings. If these data sets contain personal data, we will also process them exclusively in the context of the intended use of Beyond.RFP.

Automatically collected information

Certain data about the devices you use to connect with Beyond.RFP and your use of it are automatically logged in our systems, including:

- Log files: As with most websites and technology services delivered over the

internet, our servers automatically collect data when you access or use Beyond.RFP and record it into log files. This log data may include IP address, browser type and settings, date and time of use, language preferences, and cookie data.

- Session ID and Cookies: As Beyond.RFP is integrated as a website service, a session ID and session cookies are submitted to our system. Cookies are small text files stored on your device and used by web browsers to deliver personalized content and remember logins and account settings. Our services currently do not respond to Do Not Track requests.

Within the scope of the use of Beyond.RFP, Beyond will act as a data processor on behalf of the controller of data (customer). We will process your data only on your documented instructions, which is to use Beyond.RFP for its intended purpose. Further details are governed by the contract for the processing of personal data which is part of the general user agreement.

How does Beyond use my information?

We use, process, and store your information as necessary to perform our contract with you and for our legitimate business interests, including:

- To help us provide and administer our services, authenticate users for security and license purpose, develop new features, and improve the features, algorithms, and usability of our services.
- To communicate with you about your use of our services, product announcements, and software updates, as well as respond to your requests for assistance, including providing account verification support if you are having difficulties accessing your account.
- Beyond will only send you marketing information if you consent to us doing so at the time you licensed your service or any point thereafter.

Does Beyond review user content?

As a rule, Beyond employees do not monitor or view your user content stored in or transferred through our services, but it may be viewed if we believe the terms of service have been violated and confirmation is required, or if we need to do so to respond to your requests for support.

In addition, your Information may be viewed where necessary to protect the rights, property, or personal safety of Beyond.RFP and its users, or to comply with our legal obligations, such as responding to warrants, court orders, or other legal processes.

Does Beyond share my information?

As Beyond cares about the privacy of your data and is committed to protecting it, we do not sell or rent your information to other parties or share it with third parties for the purpose of enabling them to deliver their advertisements to you.

We only disclose personal data to third parties when we have your explicit consent to do so or when it is required by law to protect the rights, property, or personal safety of Beyond and users of our services, or to respond to lawful requests by public authorities, including national security or law enforcement requests. The disclosure of information for these purposes takes place exclusively after strict examination and in compliance with the applicable regulations of the EU-GDPR.

Links to other websites and applications

Our services may provide links to other websites or applications for your convenience and information. These websites and applications may operate independently from Beyond. Linked sites and applications may have their own privacy notices or policies, which we strongly suggest you review. To the extent any linked websites and applications are not owned or controlled by Beyond, we are not responsible for the websites or applications content, any use of the websites or applications, or the privacy practices of the websites or applications.

Data storage, transfer, retention, and deletion

Where is my information stored?

Information submitted to Beyond.RFP will be transferred to, processed, and stored in the Microsoft Azure Cloud. To protect your data, all data processing will be governed by the standard contractual clauses, as designated by the European Commission. Beyond ensures that our use of the Microsoft Azure Cloud is conducted in a manner that complies with the EU-GDPR regulations. To this purpose, we limit the storage of data to server locations in Germany as one measure to protect your data from access by third parties. On customers request, Beyond can also provide data storage to servers outside Germany and the EU. Other Privacy Policies might apply in these cases.

How securely is my information protected?

Beyond is committed to protecting the security of your information and takes all the

appropriate precautions to do so. However, internet data transmissions, whether wired or wireless, cannot be guaranteed to be 100% secure, and as a result, we cannot ensure the security of information you transmit to us, including personal data and user content; accordingly, you acknowledge that you do so at your own risk. To ensure the security of your data we adhere to the regulations of the EU-GDPR, have appointed a data protection officer and regularly check our processes for data security issues.

How long is personal data retained?

Beyond is storing your data as long as you are using Beyond.RFP. After you have unsubscribed from your access to Beyond.RFP, your data will be stored for six months from the date of unsubscribing. We store your data for this additional period in order to be able to reinstate the database in case you decide to re-subscribe within these six months.

Your Rights and Choices

Beyond strictly adheres to the rules of the EU-GDPR. Therefore, we would like to inform you about the rights and choices you have in terms of EU-GDPR. For further information please contact us as indicated in the "How to Contact Us" section of this Privacy Policy. To the extent provided by the law of your jurisdiction, you may request access to the personal information we maintain about you or request that we correct, amend, delete, block, or move the information by contacting us as indicated below. Where provided by law, you may withdraw any consent you previously provided to us or object at any time on legitimate grounds to the processing of your personal information, and we will apply your preferences going forward.

To the extent, the EU-GDPR, which came into force on 25 May 2018, applies to the processing of your personal information you have the following rights and choices:

What are your data protection rights?

Beyond is committed to ensuring fair and transparent processing. That is why it is important to us that data subjects can not only exercise their right to object but also the following rights where the respective legal requirements are satisfied:

Right to information, Art. 15 of the EU-GDPR

Right to correction, Art. 16 of the EU-GDPR

Right to deletion ("Right to be forgotten"), Art. 17 of the EU-GDPR

Right to limit processing, Art. 18 of the EU-GDPR

Right to data transmissibility, Art. 20 of the EU-GDPR

Right to object, Art. 21 of the EU-GDPR

To exercise your right, please contact us as indicated in the “How to Contact Us” section below.

In order to be able to process your request, as well as for identification purposes, please note that we will use your personal information in accordance with Art. 6 para. 1 (c) of the EU-GDPR.

You also have the right to lodge a complaint with a supervisory authority pursuant to Art. 77 EU-GDPR in combination with Section 19 EU-GDPR.

How can you withdraw your consent?

If you consent to Beyond processing your personal information, please note that you may withdraw this consent at any time.

In all other cases or if you have problems withdrawing your consent, you can contact us as indicated in the “How to Contact Us” section below.

Please note that your consent can only be withdrawn with future effect and such a withdrawal does not have any influence on the lawfulness of past processing. In some cases, we may be entitled despite your withdrawal to continue to process your personal information on a different legal basis—to fulfil a contract, for example.

Information about your right to object pursuant to Art. 21 EU-GDPR

You have the right to object, on grounds relating to your particular situation, at any time to the processing of your personal information based on Article 6 (1) (e) or (f) of the EU-GDPR.

The controller shall no longer process the personal information that relates to you unless the controller demonstrates compelling legitimate grounds for the processing which override your interests, rights and freedoms, or processing is necessary for the establishment, exercise, or defence of legal claims.

Where personal information that relates to you is processed for direct marketing purposes, you have the right to object at any time to the processing of your personal

information for such marketing purposes, which includes profiling to the extent that it is related to such direct marketing.

Where you object to processing for direct marketing purposes, the personal information that relates to you shall no longer be processed for such purposes.

You have the option of exercising your right of objection in connection with the use of the services of the information company using an automated procedure - notwithstanding Directive 2002/58/EC—in which technical specifications are used.

Updates to our Privacy Policy

This Privacy Policy may be updated periodically and without prior notice to you to reflect changes in our personal information practices. We will post a prominent notice on our sites and applications to notify you of any significant changes to our Privacy Policy and indicate at the top of the notice when it was most recently updated.

How to contact us

If you would like us to update information we store about you or if you want to update your preferences, please contact us:

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