## **Privacy Policy**

Last Updated: November 22, 2024

Welcome to **Echorbit Audio** ("we," "us," or "our"). We are committed to protecting your personal information and respecting your privacy in compliance with the EU General Data Protection Regulation (GDPR). This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you visit our website <a href="www.echorbitaudio.com">www.echorbitaudio.com</a> (the "Site") or use our services, which include the sale of sound design libraries, stock music, and post-production services.

By accessing or using our Site, you agree to the terms of this Privacy Policy. If you do not agree with these terms, please do not access the Site.

### 1. Data Controller

The data controller responsible for your personal data is:

• Company Name: Echorbit Audio OÜ

Address: Harju maakond, Tallinn, Kesklinna linnaosa, Veskiposti tn 2-1002, 10138, Estonia

• Email: contact@echorbitaudio.com

• **Phone:** +90 (531 570 04 17)

#### 2. Information We Collect

## 2.1 Information You Provide Directly

- **Account Registration:** When you create an account, we collect your first name, last name, email address, phone number, and postal address.
- **Purchases:** When you purchase products or services, we collect transaction details such as products purchased, date and time of your transaction, and billing address.
- **Communications:** When you contact us directly (e.g., via email), we may receive additional information such as the content of your message and any attachments.

### 2.2 Payment Information

• **Payment Processing:** Payments are processed securely through **Stripe**, our third-party payment processor. We **do not** collect or store your credit card information. All payment details are handled by Stripe in accordance with their privacy policies.

### 2.3 Information We Collect Automatically

- **Technical Data:** IP address, browser type and version, time zone setting, browser plug-in types and versions, operating system, and platform.
- Usage Data: Information about how you use our Site, such as pages viewed, links clicked, and time spent on pages.
- Cookies and Similar Technologies: See our Cookie Policy for more details.

### 2.4 Information from Third Parties

- **Analytics Providers:** We use third-party analytics tools like Google Analytics to collect information about website usage.
- Advertising Partners: We may receive information from advertising networks to help us deliver relevant ads.

#### 3. How We Use Your Information

We use your personal data for the following purposes:

## 3.1 To Fulfill a Contract or Take Steps Linked to a Contract

- **Provision of Services:** To process and deliver your orders, including sending you digital products and providing post-production services.
- **Account Management:** To create and manage your account, including providing customer support.

## 3.2 For Legitimate Business Interests

- **Marketing Communications:** To send you promotional offers, discounts, and updates about new products or services that may interest you. You can opt-out at any time.
- **Newsletter Subscription:** If you subscribe to our newsletter, we will use your email address to send you regular updates.
- **Site Improvement:** To analyze and improve our Site, products, services, marketing efforts, and customer relationships.

# 3.3 To Comply with Legal Obligations

- **Regulatory Compliance:** To comply with applicable laws, regulations, and legal processes.
- **Fraud Prevention:** To protect against, identify, and prevent fraud and other unlawful activity.

## 3.4 With Your Consent

• **Direct Marketing:** With your explicit consent, we may use your personal data for additional marketing purposes.

### 4. Legal Bases for Processing

We process your personal data based on the following legal grounds:

- **Performance of a Contract:** Processing is necessary to fulfill our contractual obligations to you.
- **Consent:** Where you have given explicit consent for specific purposes.
- **Legitimate Interests:** Processing is necessary for our legitimate interests and does not override your rights.
- **Legal Obligations:** Processing is necessary to comply with legal obligations.

#### 5. Disclosure of Your Information

We may share your personal data with:

#### **5.1 Service Providers**

- **Payment Processors:** Stripe processes payments on our behalf. They have access to personal data needed to perform their functions but may not use it for other purposes.
- **Email Marketing Services:** To send newsletters and promotional emails, we use third-party email marketing services.
- Analytics Providers: Companies like Google Analytics that assist us in website analysis.

# **5.2** Legal Obligations

• Law Enforcement Agencies: If required by law or to protect our rights, property, or safety.

#### 6. International Data Transfers

Your personal data may be transferred to and processed in countries outside the European Economic Area (EEA). When we transfer data outside the EEA, we ensure appropriate safeguards are in place, such as:

- **Standard Contractual Clauses:** Agreements ensuring data protection according to EU standards.
- **Privacy Shield Frameworks:** For transfers to the United States, if applicable.

# 7. Data Security

We implement appropriate technical and organizational measures to protect your personal data against unauthorized access, alteration, disclosure, or destruction. Measures include:

- Encryption: SSL/TLS encryption for data transmission.
- Access Controls: Restricted access to personal data on a need-to-know basis.
- **Security Protocols:** Regular security assessments and updates.

### 8. Data Retention

We retain your personal data only as long as necessary for the purposes set out in this Privacy Policy, and in accordance with legal and regulatory requirements.

- **Account Information:** Until you delete your account or as required by law.
- **Transaction Data:** As required for tax and accounting purposes.
- **Marketing Data:** Until you opt-out or withdraw your consent.

### 9. Your Rights Under GDPR

You have the following rights regarding your personal data:

### 9.1 Right to Access

You have the right to request a copy of the personal data we hold about you.

# 9.2 Right to Rectification

You have the right to request correction of inaccurate or incomplete personal data.

### 9.3 Right to Erasure ("Right to be Forgotten")

You have the right to request deletion of your personal data under certain circumstances.

# 9.4 Right to Restrict Processing

You have the right to request that we limit the processing of your personal data.

# 9.5 Right to Data Portability

You have the right to receive your personal data in a structured, commonly used, and machine-readable format.

# 9.6 Right to Object

You have the right to object to the processing of your personal data for direct marketing or other legitimate interests.

# 9.7 Right to Withdraw Consent

If we are processing your personal data based on your consent, you have the right to withdraw it at any time.

### 9.8 Right to Lodge a Complaint

You have the right to lodge a complaint with a supervisory authority in the EU member state of your residence.

### **To Exercise Your Rights:**

Please contact us at:

- Email: contact@echorbitaudio.com
- Address: Harju maakond, Tallinn, Kesklinna linnaosa, Veskiposti tn 2-1002, 10138, Estonia

We may require proof of identity before fulfilling your request.

### 10. Children's Privacy

Our services are not intended for individuals under the age of 16. We do not knowingly collect personal data from children under 16. If you become aware that a child has provided us with personal data, please contact us, and we will take steps to delete such information.

### 11. Cookies and Similar Technologies

We use cookies and similar tracking technologies to personalize your experience, analyze website traffic, and understand where our visitors are coming from. For more information, please see our Cookie Policy.

## 12. Advertising

We may display advertisements on the Site and use data analytics to make these ads more relevant to you.

# 13. Third-Party Links

Our website may contain links to third-party websites. We are not responsible for the privacy practices of such sites. We encourage you to review their privacy policies.

# 14. Changes to This Privacy Policy

We may update this Privacy Policy from time to time. Changes will be posted on this page with an updated revision date. If we make significant changes, we will notify you via email or a notice on our website.

### 15. Contact Us

If you have questions or concerns about this Privacy Policy or our data practices, please contact us at:

- Email: contact@echorbitaudio.com
- Address: Harju maakond, Tallinn, Kesklinna linnaosa, Veskiposti tn 2-1002, 10138, Estonia
- **Phone:** +90 (531 570 04 17)

#### **Disclaimer**

This Privacy Policy and Cookie Policy are provided for informational purposes only and do not constitute legal advice. While efforts have been made to ensure their accuracy and completeness, we recommend consulting a qualified legal professional to ensure compliance with all applicable laws and regulations.