Privacy Policy

Date of Last Revision: 14/07/2023

Welcome to MetaEngineers Hub

Your privacy is important to Us. This online privacy policy ("***Privacy Policy***") together with the documents and policies incorporated and referenced in these Terms and Conditions (the "***Terms***"), including the Privacy Policy with Terms and Conditions, shall constitute an agreement ("***Agreement***") between You ("***You***", ***Your***, ***Yourself***"), and "***MetaEngineers Hub***" along with its affiliates, successors, and assigns ("***MetaEngineers Hub***, ***We***, ***Us***, or ***Our***").

By visiting Our Website https://www.metaengineershub.com/ ("the ***Website***"), and/or any application and/or technology We make available (collectively the Website the App, MetaEngineers Hub dashboard, the Metaverse and any other connected Platform are referred to as the "***Platform***"), and use any Service offered on the Platform, whether as a Visitor, or User and by accessing Our Platform, You indicate that You accept these Terms and that You agree to abide by them. If You do not agree to these Terms, please do not access Our Platform. You should read this Agreement carefully before starting to use the Platform.

We collect, share, use, and protect information when You visit Our Website through the following URL https://www.metaengineershub.com/ and MetaEngineers Hub dashboard.

As part of its commitment to privacy, MetaEngineers Hub respects all rules and provisions stated in the new General Data Protection Rules ("***GDPR***"). We will also comply with any specific data laws and regulations in Your jurisdiction. Please let Us know if there are any such laws that We should be aware of and comply with. We reserve the right to modify Our Privacy Policy at any time to ensure that We remain in compliance with applicable laws and regulations.

This Privacy Policy should be read in conjunction with MetaEngineers Hub's Terms and Conditions (the "***Terms***"). All defined terms used in this Privacy Policy shall have the same meaning ascribed to them in the Terms, unless expressly otherwise provided for.

It is Your responsibility to check Our Privacy Policy periodically for changes. We reserve the right to revise this Privacy Policy at any time and without prior notice. Any changes will be effective immediately upon posting the revised Privacy Policy on Our Website, with the updated date displayed at the top. Your continued use of Our Services after any changes to this Privacy Policy signifies Your acceptance of the updated Terms. We recommend that You periodically review this Privacy Policy to stay informed about Our data-handling practices.

All undefined terms used in the Privacy Policy shall have the same meaning as those terms defined in the Terms and Conditions.

1. Type of Personal Data We Collect

When You visit Our Platform, We may collect personal information from or about You. In particular, We collect information You provide when You:

(a) fill in any forms, including contact forms, registration forms, or payment forms;

(b) register to use the Platform, including the Personal Data (*as defined below*);

(c) open an account or use any of Our Platforms, including information about Your device, location, and usage data;

(d) speak with a member of Our customer support team (either on the phone or through the Platforms) including call recordings and transcripts;

(e) contact Us for any other reason including correspondence and feedback.

We may collect Your personal information that You have left with Us by visiting Our Platform, or subscribing to Our Platform or attending an event, or any other medium linked to Us (the "***Personal Data***"). The User's Personal Data may include but is not limited to, the following: first and last name, phone number, email address, credit or debit card details, profile picture (Optional) email password registration, Your Activity, Web3 wallet (if activated), Google account credentials if used, Apple, Linkedin, Twitter and Orcid data

As part of Our commitment to transparency, MetaEngineers Hub keeps records of all Service history with regard to completed Services, canceled Services, active Services, and upcoming scheduled Services. Service details include, but are not limited to, showcasing Your work on Our Platform, token sales, access to the Metaverse, Workspace, and Open Science.

Moreover, in order to improve Your online experience at MetaEngineers Hub, We have implemented impression reporting. While You view Our Services and navigate Our Website We gather Global Unique Identifier ("***GUI***"), HTTP request data like user agent, IP, host, URL, country/continent from which the request is made, browser info, device/operating system/operating system version.

2. Cookies and Similar Technologies

(a) A browser cookie ("the ***Cookies***") is a small piece of data that is stored on Your device to help websites remember things about You. Other technologies, including web storage and identifiers associated with Your device, may be used for similar purposes. In this Privacy Policy, We use Cookies ("***Cookies***") to refer to all of these technologies.

(b) Like most online services and websites, We may use Cookies and other technologies, such as web beacons, web storage, and unique advertising identifiers, to collect information about Your activity, browser, and device.

(c) We may also use these Cookies to collect information when You interact with the Services We offer through Our partners, such as advertising and commerce features. Most web browsers are set to accept Cookies by default. You can choose to remove or reject browser Cookies through the settings on Your browser or device. Keep in mind, though, that removing or rejecting Cookies could affect the availability and functionality of Our Platforms.

(d) Like most providers of online services, MetaEngineers Hub uses Cookies for a number of reasons, such as protecting Your data, helping Us see which features are most popular, counting Visitors to a page, improving Our Users' experience, keeping Our Platform secure, and generally providing You with a better, more intuitive and satisfying experience. The Cookies We use generally fall into one of the following categories: (i) preferences: We use these Cookies to remember Your settings and preferences (For example: language); (ii) security: We use these Cookies to help identify and prevent security risks (For example: to store Your session information to prevent others from changing Your password without Your username and password); (iii) performance: We use these Cookies to collect

information about how You interact with Our Platform and to help Us improve them (For example: to determine if You have interacted with a certain page); (iv) analytics: We use these Cookies to help Us improve Our Platform (For example: to learn more about which features are the most popular with Our Users and which ones might need some tweaks); and, (v) advertising: We use these Cookies to deliver advertisements, to make them more relevant and meaningful to consumers, and to track the efficiency of Our advertising campaigns on Our Platforms.

3. Use of Personal Data

We use the information discussed above in a number of ways, including but not limited to:

(a) processing applications and transactions;

(b) accessing Our Platform and receiving Services;

(c) verifying Your identity (such as when You access Your account information);

(d) preventing fraud and enhancing the security of Your account or Our Platforms;

(e) responding to Your requests and communicating with You;

(f) managing Your preferences;

(g) performing analytics concerning Your use of Our Platforms, including Your responses to Our emails and the pages and advertisements You view;

(h) providing You with tailored content and marketing messages;

(i) operating, evaluating, and improving Our business (including developing new products and services; improving existing products and services; performing data analytics; and performing accounting, auditing, and other internal functions);

(j) sending You information about Our Platform, or promotional marketing communication;

(k) administering Your account, or to service Your account, or contacting You when necessary;

(l) complying with and enforcing applicable legal requirements, relevant industry standards, contractual obligations, and Our policies; and

(m) for any other purposes that We may specifically disclose at the time You provide or We collect Your information.

We may also use data that We collect on an aggregate or anonymous basis (such that it does not identify any individual customer) for various business purposes, where permissible under applicable laws and regulations.

If You no longer wish to receive any communications from MetaEngineers Hub, You can opt-out by following the instructions contained in the e-mails You receive or by contacting Us at info@metaengineershub.com**.**

4. Sharing of Your Information

We are committed to protecting Your privacy and will not disclose Your Personal Data to any third party, unless required by law or as explicitly stated in this Privacy Policy. We will not rent or sell or otherwise share Your information with any third parties outside MetaEngineers Hub without Your consent, except as noted in this Privacy Policy.

Parties with whom We may share Your information

(a)   **With Our corporate entities**. including any holding company, group company, and subsidiary ("*Group Company*"): We may share information with entities within MetaEngineers Hub's family companies.

(b)   **With third parties**. We may share Your information with the following third parties: (i) with service providers and partners. We may share information about You with service providers who perform services in relation to the Platform; (ii) with third parties for legal reasons, (iii) with marketing companies. We may share information about You if We reasonably believe that disclosing the information is needed to: (1) comply with any valid legal process, governmental request, or applicable law, rule, or regulation; (2) investigate, remedy, or enforce potential violations of the Terms and Conditions; (3) protect the rights, property, and safety of Us, Our Users, or others; (4) detect and resolve any fraud or security concerns.

(c)   All credit/debit cards' details and personally identifiable information will not be stored, sold, shared, rented, or leased to any third parties. Services providers will not have access to any debit/credit card details. MetaEngineers Hub follows the industry's standards to protect Your details during transmission and once received, but You should be aware that no method of electronic transmission or storage is 100% secure. We can therefore not be held responsible for the unlikely circumstances where information is accessed without authorization. MetaEngineers Hub is connected to a payment gateway as per the Terms posted on Our Platform.

(d)   **With third parties as part of a merger or acquisition**. If MetaEngineers Hub gets involved in a merger, asset sale, financing, liquidation or bankruptcy, or acquisition of all or some portion of Our business to another company, We may share Your information with that company before and after the transaction closes.

Responding to legal requests and preventing harm

We may access, preserve and share Your information in response to a legal request if We have a good faith belief that the law requires Us to do so. This may include responding to legal requests from jurisdictions outside Our place of incorporation where We have a good faith belief that the response is required by law in that jurisdiction, affects Users in that jurisdiction, and is consistent with internationally recognized standards. We may also access, preserve and share information when We have a good faith belief it is necessary to: detect, prevent and address fraud and other illegal activity; to protect Ourselves, You, and others, including as part of investigations; and to prevent death or imminent bodily harm. Information We receive about You may be accessed, processed, and retained for an extended period of time when it is the subject of a legal request or obligation, governmental investigation, or investigations concerning possible violations of Our Terms or policies, or otherwise to prevent harm.

5. Storage and Processing

To the fullest extent permitted by law, Your information collected through the Platform may be stored and processed in any country in which MetaEngineers Hub and any Group Company maintain facilities.

We will retain Your information in accordance with Our internal records retention and management policies and procedures, including as necessary to provide You with the Platform or administer Your, MetaEngineers Hub account, or as long as necessary to comply with Our legal obligations, resolve disputes, reserve Our legal rights, and enforce Our agreements.

We aim to collect only what We need, keep it up-to-date, and remove it when We no longer need it.

We take reasonable steps to ensure that the personal information We process is limited to what We require in connection with the purposes set out in this Privacy Policy, is accurate, and where necessary, kept up to date; and it is erased or rectified without delay if it is inaccurate. From time to time, We may ask You to confirm the accuracy of Your personal information.

To the fullest extent permitted by law, MetaEngineers Hub, any of its Group Company, or service providers may transfer information that We collect about You, including personal information across services and from Your country or jurisdiction to other countries or jurisdictions around the world.

We use commercially reasonable safeguards to help keep the information collected through the Platform secure and take reasonable steps (such as requesting a unique password to verify Your identity before granting You access to Your account). However, MetaEngineers Hub cannot ensure the security of any information You transmit to MetaEngineers Hub or guarantee that information on the Platform may not be accessed, disclosed, altered, or destroyed.

We will retain copies in a form that permits identification for as long as We deem necessary in connection with the purposes set out in this Privacy Policy, unless applicable law requires a longer retention period. In particular, We will retain personal information for as long as it is needed to establish, exercise or defend any legal rights.

Please do Your part to help Us. You are responsible for maintaining the secrecy of Your unique password and account information, and for controlling access to emails between You and MetaEngineers Hub, at all times.

6. **Data Rights**

As a data subject, You are entitled to exercise the following rights, at any time:

(a) *Right to be informed*. To be informed about how Your Personal Data is collected and processed and, its purposes.
(b) *Right of Access*. To obtain confirmation as to the existence of Your Personal Data being processed by MetaEngineers Hub Platform, access and obtain a copy of such data.
(c) *Right of rectification*. To request to update, modify and/or rectify Your Personal Data where it may be inaccurate or incomplete.
(d) *Right of Erasure*. To obtain the erasure of Your Personal Data where You feel that the processing is unnecessary or otherwise unlawful, render Personal Data anonymous, block data whose processing is unlawful, or set limits to the processing provided Our legitimate interest to hold such information.
(e) *Right to object*.

- Object to the processing of Your Personal Data, based on relevant grounds related to Your particular situation, which You believe must prevent Us from processing Your Personal Data for a given purpose.
- Object to processing of Personal Data that is made for the purposes of sending advertising material, carrying out direct sales, market research, or commercial communication.

(f) *Right to restriction of the processing*. Where You feel that the Personal Data processed is inaccurate, or that the processing is unnecessary or unlawful, as well as where You have objected to the processing.

(g) *Right to withdraw* Your consent to processing (for Marketing and Profiling), where Your consent serves as the legal basis for processing – this will not affect the lawfulness of the processing carried out prior to Your withdrawal.

(h) *Right of portability* – You have the right to obtain a copy of the Personal Data you provided to MetaEngineers Hub Platform.

Please note that most of the Personal Data You provide on the Platform can be changed at any time, by accessing, where applicable, Your User profile.

7. Security Measures

We have implemented and will maintain appropriate technical and organizational measures to safeguard the Personal Data that We control from unauthorized or unlawful processing, accidental loss, destruction, damage, alteration, or disclosure. We will promptly notify You and any applicable supervisory authority of any data security breach in compliance with Our legal obligations.

Furthermore, We utilize Google Authenticator or any other suitable one-time code authenticator as determined by Us. This security measure is implemented for significant actions such as major edits, uploads, logins, and other relevant activities.

However, You are solely responsible for maintaining the confidentiality of Your account details, including Your password. If You have any concerns about the security of Your account, You shall inform Us immediately. We reserve the right to deactivate or suspend Your account at any time, without notice, if We suspect any unauthorized use of Your account or a breach of Our Terms.

8. Your Opinion Matters to Us

We have appointed a Data Protection Officer to oversee Our data privacy and protection practice. If You're not satisfied with the way We process Your Personal Data, and if You have any questions or concerns about this policy or Our privacy practice, You shall contact them directly at: **info@metaengineershub.com.**

9. Payments Details

In case of Services requiring payment, We request credit/debit card or other payment account information, which will be used solely for processing payments. Your purchase transaction data is stored only as long as is necessary to complete Your purchase transaction. Once that is complete, Your purchase transaction information is deleted. Where necessary for processing future payments, and subject to Your prior consent, Your financial information will be stored in encrypted form on secure servers of Our payment gateway service providers namely Stripe and Paypal which is beholden to treating Your personal information per its policy. All direct payment gateways adhere to the latest security standards as managed by the PCI Security Standards Council, which is a joint effort of brands like Visa, MasterCard, American Express, and Discover.

10. Email Marketing

We offer electronic newsletters to which You may voluntarily subscribe at any time. We are committed to keeping Your e-mail address confidential and will not disclose Your email address to any third parties except as allowed in the Storage and Processing or for the purposes of utilizing a third-party provider to send such emails. We will maintain the information sent via e-mail in accordance with applicable laws and regulations.

In compliance with the CAN-SPAM Act, all e-mails sent from Us will clearly state who the e-mail is from and provide clear information on how to contact the sender. You may choose to stop receiving Our newsletter or marketing emails by following the unsubscribe instructions included in these emails or by contacting Us. However, You will continue to receive essential transactional emails.

To stay informed, We strongly recommend You keep Your Email notifications activated. You can choose to stop being sent an email notification but please be aware that if You have placed an order or are expecting a response to a message You have sent, You will need to actively check Your account for messages.

11. Children Privacy

MetaEngineers Hub does not knowingly collect or solicit any information from anyone under the age of 13 without parental supervision or knowingly allow such persons to register on the Platform. The Platform and its content are not directed at children under the age of 13 without parental supervision. Any person below the age of 13 in their jurisdiction, should get the express consent of their parents to the Terms or under the supervision of a legal guardian, prior the use of the Platform.

12. Confidentiality and Security of Personal Data

Except as otherwise provided in this Privacy Policy, We will keep Your Personal Data private and will not share it with third parties, unless such disclosure is necessary to:

      (a) Comply with a court order or other legal process; or
      (b) Protect Our Rights or property.

Should You wish to retrieve Your Personal Data, please get in touch by emailing Us at support@metaengineershub.com.

13. Other Websites and Services

We are not responsible for the practices employed by any websites or services linked to or from Our Platform, including the information or content contained within them. Please remember that when You use a link to go from Our Platform to another website or service, Our Privacy Policy does not apply to those third-party websites or services. Your browsing and interaction on any third-party website or service, including those with a link on Our Platform, are subject to that third party's rules and policies. In addition, You agree that We are not responsible and do not have control over any third-parties that You authorize to access Your, MetaEngineers Hub account. If You are using a third-party website or service and You allow them to access Your, MetaEngineers Hub account, You do so at Your own risk.

14. Limitation to Our Privacy Policy

Our Platform might contain links to other websites. We are not responsible for such websites' privacy practices or content. Please understand that any information that is disclosed in these areas becomes subject

to the privacy policies and practices of those sites. We have no control over its use and You should exercise caution when deciding to disclose Your Personal Data.

15. Account Closure

Upon account closure, all user data and associated information will be securely deleted, adhering to Our data retention policies. However, an exception will be made for the User Main ID 42 character token. This token will be utilized to retrieve information from the blockchain, provided that Users possess the original documents necessary to prove the hashing. In the event that Users are unable to provide the required proof, they will be required to begin anew. It is important to note that while the data will remain on the blockchain, it cannot be accessed without the corresponding hash.

If sufficiently required to comply with Our legal obligations (including law enforcement requests), comply with regulatory requirements, resolve disputes, maintain security, avoid fraud and abuse, enforce Our Terms, or meet Your request to 'unsubscribe' to further messages from Us, We will retain Your Personal Data even after You have closed Your account.

16. How to Contact Us

If You have any questions or comments about this Privacy Policy or the Platform, You may contact Us through the following email address info@metaengineershub.com or on the Platform directly through the CONTACT US section.