

PRIVACY POLICY

At **Adroit Collaboratives™**, we respect your privacy and value the protection of personal data. We want to make you comfortable with our data privacy policy and the security measures that we take to protect your personal information. Any personal information you give us, or we collect from your use of our services, will be treated according to this policy.

This Privacy Policy explains and clarifies how we, as data controller, treat personal data according to the Prevention of the Electronic Crimes Act (**PECA**). This policy will apply in situations where **Adroit Collaboratives™** (hereinafter 'us', 'our' and 'we') treat personal information. By using our site and services, you agree that your personal information is processed in accordance with this Privacy Policy.

Information you provide to us

When you fill the project brief form for the query, you submit your email address and your contact number to us, which we collect and store. By filling the form, you accept that we process your personal data for this purpose.

Information we collect automatically

When you visit our website, we may collect certain information automatically from your device. Under **PECA**, some of this information is considered personal data.

Specifically, the information we collect automatically may include your IP address, your operating system, your browser ID, your browsing activity on our site as well as other information about your system and connection and how you interact with our website. We may collect this information as a part of log files as well as through cookies.

Use of information

The email address you provide us with when you fill the project brief form may be used to connect with you and to share the relevant attachments of the services you choose. The email address will also be used if we need to contact about possible security breaches.

We would never intentionally spam anyone, and we strive to comply with all rules and regulations in this respect. The information we collect automatically from you helps us better

meet your individual needs and user experience. If you have enabled cookies in your browser, that information may be used to provide a personalized user experience.

The data collected automatically via our website may be used for statistical and/or website improvement purposes only, including:

- provide, operate, optimize, and maintain our website
- manage our website, system administration and security
- improve the navigation and content of our websites
- identify any server problems or other IT or network issues.
- compile aggregated statistics about site usage

Third parties

We do not sell or trade the data we collect. We transfer data only to authorized data processors like website hosting partners and other parties who assist us in operating our website, but only if those parties are bound by a PECA compliant Data Processing Agreement.

Authorized third parties may need access to some of your personal data, including regulatory bodies, law enforcement bodies etc.

Protection of personal information

We take appropriate and reasonable technical and organizational measures to protect your personal information from loss, misuse, unauthorized access, disclosure and alteration, taking into account the risks involved in the processing and the nature of the personal information being processed.

Retention of your personal information

We retain your personal information for as long as it is required for the purpose for which it was collected or as long as we have a legal obligation to do so. The retention period will vary depending on the type of personal information, but generally, we'll refer to these criteria in order to determine the retention period:

- Whether we have a legal or contractual need to retain the data
- Whether the intended purpose is relevant
- Whether the data is necessary to provide our services

When we have no ongoing legitimate business need to process your Personal Information, we will either delete or anonymize it.

Your personal rights

According to PECA, you can request us to provide you with information on what personal data we hold about you and you can request us to correct the information if it is inaccurate or incorrect. If we have asked for your consent to process your personal data, you may withdraw that consent at any time.

If we are processing your personal information for reasons of consent or legitimate interest, you can request that your personal data be erased.

You also have the right to prohibit the use of your personal information for direct marketing purposes as well as for individual profiling by automated processes.

How to contact us

If you have any questions regarding this data privacy policy or want to know more about our data processing activities, what we do to keep your data safe or to exercise one of your above described rights, please contact us at info@adroitcollaboratives.com

Owner information

The legal entity behind this website is:

Adroit Collaboratives™

Badar Commercial, Street 7

Phase V, DHA, Karachi.

Pakistan

Tel. +92 33 237648 88

Email: info@adroitcollaboratives.com

This privacy policy was updated on March 03rd, 2023.

Legal Notice, Disclaimer, Terms of Use & Copyright Notice

Welcome to **ADROIT COLLABORATIVES™**. Please read these terms of use carefully as this is a contract between us. By using this Website (as defined below), you **ACCEPT ALL TERMS**, conditions and responsibilities of this agreement in exchange for our agreement to provide you with the information, videos, text, content, and other benefits of visiting the Website(s).

1. Introduction

Unless otherwise stated, these terms of use apply to users of this Website (“Website”) at the URL www.adroitcollaboratives.com. This site is operated by **Adroit Collaboratives™** (“AD”, “we” or “us”). In this agreement, the term Website includes all websites and web pages within the Website as well as any equivalent, mirror, replacement, substitute, redirected or backup websites and web pages thereto and thereof. Please also review the terms of our Privacy Policy which forms part of these Terms of Use. Your use of this Website are subject to these Terms of Use, Privacy Policy, and any other terms, conditions or restrictions set forth within any of the materials provided on the Website. You agree to the Terms of Use by accessing this Website and/or by accepting any information from this Website. If you do not agree with any of these Terms of Use, do not use this Website or any of the other **Adroit Collaboratives™** Websites. **Adroit Collaboratives™** reserves the right, in its sole discretion, to

modify, alter or otherwise change the Terms of Use at any time. Please check these Terms of Use periodically for changes. By using this Website after any changes to these Terms of Use are posted, you are indicating your acceptance of those changes. **Adroit Collaboratives™** assumes (and by using this Website you warrant that) you have legal capacity to enter into the agreement set out in these Terms of Use.

This agreement does not cover your rights or responsibilities with respect to third party content, sites or any links that may direct your browser or your connection to third party sites or pages. You shall be responsible and shall indemnify **Adroit Collaboratives™** for any claims related to such activities. This is the entire and exclusive agreement between you and **Adroit Collaboratives™** regarding use of the Website and it cannot be modified, except as specifically described herein. Notwithstanding the foregoing, any downloadable widget, computer software, player, or other downloadable files linked from the Website may or may not be under our control and you assume the full responsibility and legal responsibility with respect to any downloaded media, content, files, music, artwork, information, text, or photographs (collectively, "Materials") located or found on the Website. All Materials contained and existing on the Website are protected by the laws.

This Website is offered and made available only to users 13 years of age or older. If you are not yet 13 years old, please discontinue using this Website immediately. If, for any reason, you

do not agree with all of the terms and conditions contained herein, please discontinue using the Website immediately.

The Website and the information contained in reference herein are for informational and educational purposes only. Despite our efforts to provide useful and accurate information, errors may appear from time to time. Before you act on information you've found on the Website, you should confirm any facts that are important to your decision. You may print material from the Website for personal or educational purposes only, and you must include any copyright notice originally included with the Materials in all copies. (Please refer to the Copyright and Trademark Notice below). You may not modify or use the Materials for any other purpose without our express written consent. You may not reproduce, republish, post, transmit, publicly display, publicly perform, or distribute in print or electronically any Material published or provided on this Website.

This Website and its information providers make no warranty as to the reliability, accuracy, timeliness, usefulness or completeness of the information on the Website. **Adroit Collaboratives™** is not responsible for, and cannot guarantee the performance of, and services provided by others to whose websites we link.

2. Ownership of Intellectual Property

All Website software, design, text, images, photographs, illustrations, audio and video material, graphic material, database, proprietary information and all copyrightable or otherwise legally protectable elements of the Website including, without limitation, the selection, sequence and “look and feel” and arrangement of items, (individually and/or collectively “Material”), are the property of **Adroit Collaboratives™**, its affiliates, licensors, architects, clients, advertisers, sponsors, or suppliers and are legally protected, without limitation, under the laws, regulations and treaties. **Adroit Collaboratives™** may add, change, discontinue, remove or suspend any of the Material at any time, without notice and without liability. Any reproduction, copying or redistribution of the Materials or design elements of the Website for any purpose are strictly prohibited without the express written consent of **Adroit Collaboratives™** or its owner if **Adroit Collaboratives™** is not the owner. This prohibition includes, without limitation, the reposting of RSS feeds and Newsletters of the Website or any portion thereof on other websites for any purpose whatsoever. All rights in the writings, images, photographs, videos and company names, trade names, logos, product packaging and designs of **Adroit Collaboratives™** or third-party products or services whether or not appearing in large print or with the trademark symbol, belong exclusively to **Adroit Collaboratives™**, as applicable, or their respective owners, and are protected from reproduction,

imitation, dilution or confusing or misleading uses under national and international trademark and copyright laws, as applicable. The use or misuse of these trademarks or any Materials, except as permitted herein, is expressly prohibited and nothing stated or implied on this Website confers on you any license or right under any patent, copyright or trademark of **Adroit Collaboratives™** or any third party. Decompiling, reverse engineering, disassembling or otherwise reducing the code used in any software on this Website into a readable form in order to examine the construction of such software and/or to copy or create other products based on such software, is prohibited.

3. Copyright & Trademark Notice and Agent

This Website is the copyright of **Adroit Collaboratives™** and its licensors, all rights reserved. **Adroit Collaboratives™** is the registered trademark. Holding “**Adroit Collaboratives™**” is the service mark of **Adroit Collaboratives™**.

4. Links

This Website may contain links to other websites (“Linked Sites”). The Linked Sites are not under the control of **Adroit Collaboratives™** and **Adroit Collaboratives™** is not responsible for the contents of the Linked Sites. **ADROIT COLLABORATIVES™** provides any Linked Sites to you only as a convenience, and the inclusion of any such Linked Sites is not

an endorsement by **Adroit Collaboratives™** in favor of any company offering Internet services, products or services on the Linked Sites.

Other sites may link without prior permission to the Website's home page only through a plain-text link. Permission must otherwise be granted by **Adroit Collaboratives™** for any other type of link to the Website. To seek our permission, you may write to the email address info@adroitcollaboratives.com. Any third party Website that links to the Website

- Shall not create a frame, browse or border environment around any of the content of the Website;
- May link to, but not replicate, Website content;
- Shall not state directly or imply that **Adroit Collaboratives™** is endorsing or sponsoring it or its products or services;
- Shall not present false information about **Adroit Collaboratives™** or its products or services;
- Shall not use **Adroit Collaboratives™** trademarks without the prior written permission of **Adroit Collaboratives™**;
- Shall not contain content that could be construed as distasteful, offensive, obscene or controversial;
- Shall not otherwise violate any copyright interest of **Adroit Collaboratives™** or other architect or affiliated party whose information and/or Material are available on the Website.

5. No Solicitation

You agree not to use the Website to advertise or to solicit anyone to buy or sell products or services or to make donations of any kind without the express written approval of **Adroit Collaboratives™**.

6. Project Brief Form

Certain areas of this Website require you to register or ask you to provide information related to your query. Your decision to provide that information is purely optional. If you elect not to provide that information, however, you may not be able to access that area, feature or content. If you elect to provide that information, you agree to provide information that is true and accurate. You agree not to provide information under the name of any other person. **Adroit Collaboratives™** reserves the right to reject any information that is, in **Adroit Collaboratives™**'s sole and absolute judgment, offensive.

7. Disclaimer and release of liability

You agree that use of this website is provided "as is" and "as available" and you visit the website at your sole risk. **Adroit Collaboratives™** does not represent nor warrant that the website will be free of viruses or other harmful components. You are solely responsible for any damage to your computer system or loss of data that results from any material and/or

data downloaded from or otherwise provided through the website.

Adroit Collaboratives™ is not liable for the defamatory, offensive or illegal conduct of other users or third parties and that the risk of injury from the foregoing rests entirely with you.

8. Governing Law

This Website originates from and is maintained in the Islamic Republic of Pakistan. This Agreement has been made in and shall be construed in accordance with the laws of the Islamic Republic of Pakistan. You consent to the exclusive jurisdiction of the courts located in the Islamic Republic of Pakistan in all disputes arising out of or relating to this Agreement or use of this Website without regard to conflict of laws or choice of law principles. This Agreement shall not be governed by the United Nations Convention on Contracts for the International Sale of Goods. Any cause of action you may have with respect to your use of this Website must be commenced within one (1) year after the claim or cause of action arises and you hereby expressly waive any right you may have under applicable federal, state or local statutes of limitations.

9. Severability

If any portion of this Agreement is found to be invalid or unenforceable for any reason, such invalidity or unenforceability shall not affect the validity or enforceability of any other portion of this Agreement which shall remain in full force and effect.

10. Entire Agreement

This Agreement, the Privacy Policy, and any rules for the Website established by **Adroit Collaboratives™** constitutes the entire agreement between the parties concerning the subject matter hereof and supersedes all previous written or oral agreements between the parties with respect to that subject matter.

11. Headings

The paragraph headings used herein are for convenience only and shall not be used to limit any portion of this Agreement.

COOKIE POLICY

We use cookies to help improve your experience of www.adroitcollaboratives.com. This cookie policy is part of Adroit Collaboratives™ privacy policy, and covers the use of cookies between your device and our site. We also provide basic information on third-party services we may use, who may also use cookies as part of their service, though they are not covered by our policy.

If you don't wish to accept cookies from us, you should instruct your browser to refuse cookies from www.adroitcollaboratives.com, with the understanding that we may be unable to provide you with some of your desired content and services.

What is a cookie?

A cookie is a small piece of data that a website stores on your device when you visit, typically containing information about the website itself, a unique identifier that allows the site to recognize your web browser when you return, additional data that serves the purpose of the cookie, and the lifespan of the cookie itself.

Cookies are used to enable certain features (eg. logging in), to track site usage (eg. analytics), to store your user settings (eg. time zone, notification preferences), and to personalize your content (eg. advertising, language).

Cookies set by the website you are visiting are normally referred to as “first-party cookies”, and typically only track your activity on that particular site. Cookies set by other sites and companies (ie. third parties) are called “third-party cookies”, and can be used to track you on other websites that use the same third-party service.

Types of cookies and how we use them

Essential cookies

Essential cookies are crucial to your experience of a website, enabling core features like user logins, account management, shopping carts and payment processing. We use essential cookies to enable certain functions on our website.

Performance cookies

Performance cookies are used in the tracking of how you use a website during your visit, without collecting personal information about you. Typically, this information is anonymous and aggregated with information tracked across all site users, to help companies understand visitor usage patterns, identify and diagnose problems or errors their users may encounter, and make better strategic decisions in improving their audience’s overall website experience. These cookies may be set by the website you’re visiting (first-party) or by third-party services. We use performance cookies on our site.

Functionality cookies

Functionality cookies are used in collecting information about your device and any settings you may configure on the website you're visiting (like language and time zone settings). With this information, websites can provide you with customized, enhanced or optimized content and services. These cookies may be set by the website you're visiting (first-party) or by third-party service. We use functionality cookies for selected features on our site.

Targeting/advertising cookies

Targeting/advertising cookies are used in determining what promotional content is more relevant and appropriate to you and your interests. Websites may use them to deliver targeted advertising or to limit the number of times you see an advertisement. This helps companies improve the effectiveness of their campaigns and the quality of content presented to you. These cookies may be set by the website you're visiting (first-party) or by third-party services. Targeting/advertising cookies set by third-parties may be used to track you on other websites that use the same third-party service. We use targeting/advertising cookies on our site.

Third-party cookies on our site

We may employ third-party companies and individuals on our websites—for example, analytics providers and content partners. We grant these third parties access to selected

information to perform specific tasks on our behalf. They may also set third-party cookies in order to deliver the services they are providing. Third-party cookies can be used to track you on other websites that use the same third-party service. As we have no control over third-party cookies, they are not covered by Adroit Collaboratives™ cookie policy.

Our third-party privacy promise

We review the privacy policies of all our third-party providers before enlisting their services to ensure their practices align with ours. We will never knowingly include third-party services that compromise or violate the privacy of our users.

How you can control or opt out of cookies?

If you do not wish to accept cookies from us, you can instruct your browser to refuse cookies from our website. Most browsers are configured to accept cookies by default, but you can update these settings to either refuse cookies altogether, or to notify you when a website is trying to set or update a cookie.

If you browse websites from multiple devices, you may need to update your settings on each individual device.

Although some cookies can be blocked with little impact on your experience of a website, blocking all cookies may mean you are unable to access certain features and content across the sites you visit.