

# **PRIVACY POLICY**

**Last Updated: 23.03.2023**



Georgia 0102, Tbilisi, Didube district,  
Davit Agmashenebeli Avenue, 104, Attic N<sup>o</sup> 17b  
info@dna.partners

D&A Partners is committed to respect and protect your privacy. We have made this Privacy Policy to help you understand what personal data we collect and why, and to let you know how we use and protect this information.

This Privacy Policy becomes applicable whenever you use our website or our services. You consent to be legally bound by this Privacy Policy as published and from time to time updated at website.

## Our contacts:

Full name: D and A Partners LLC.

Identification number: 402209463.

Address: Georgia, Tbilisi, Didube district,  
Davit Agmashenebeli Avenue, N 104,  
Attic N17b.

Website: <https://dna.partners>.

If you have questions, comments or concerns about this Privacy Policy, please contact us in free form by email at [info@dna.partners](mailto:info@dna.partners). Please, don't forget to specify data for feedback in the request. We will respond to you.

## 1. Personal data we collect

Personal data	How we get it	Why we get it	Legal basis
<b>1. Marketing and informational materials</b>			
Email.	You provide us with this information yourself, filling out the form on the site if you want to receive a newsletter.	To send updates, promotions, and marketing and analytical materials that may be of interest to you.	Your consent.
<b>2. Respond to your request</b>			
We get information when you contact us. It can be your email, phone, username, name, surname, position held. There may be other data that you choose to provide when contacting us.	You provide this information at your discretion when you contact us.	(i) To provide information about us at your request. (ii) To start negotiation regarding the project at your request. (iii) For the implementation of your rights related to the processing of personal data on your request.	Your and our legitimate interest.
<b>3. Conclusion and performance of a contract</b>			
It can be your name, surname, position held, phone, email, date of birth, registration address, identification number. There may be other data that is necessary for the conclusion and execution of a contract.	You provide this information to conclude or perform the contract.	Processing is necessary for the performance of a contract with you, including for the provision of our services.	Conclusion or performance of a contract.
<b>4. Functionality of our website, personalization and analytics</b>			
Cookies (see more about cookies in section 5 of our Privacy Policy).	We collect this personal data automatically when you use our website and accept our cookies notification.	To operate, personalize, and improve our services, including for analytics purposes.	Your consent.

## 2. Accuracy and retention of personal data

We take reasonable and practicable steps to ensure that your personal data is held by us is (i) accurate with regard to the purposes for which it is to be used and (ii) not kept longer than is necessary for the fulfilment of the purpose for which it is to be used.

## 3. Analytics

When you use our website, we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns, for example the number of users. We do this to find out such things as the number of visitors to the various parts of the site. This information is only processed in a way that does not directly identify anyone. We do not make, and do not allow Google to make any attempt to find out the identities of those visiting our website. We use the information to report on visitor numbers, and to make improvements to our service.

## 4. Cookies

We collect basic analytics data through cookies when you access or use our website. A “Cookie” is a small piece of data or text file stored on the local hard disk of your computer or mobile device. Cookies allow the website to recognize your device and display our site in accordance with your preferences. Some cookies are only stored temporarily and destroyed each time you close your web browser. Others may remain on your browser and may collect and store data for a period of time after you have left our website. At any time, you can change your browser settings if you don't want us to collect your data by using cookies.

## 5. Your rights

You can perform your privacy rights by contacting us in free form by email at [info@dna.partners](mailto:info@dna.partners).

You are not required to pay any charge for exercising your rights. If you make a request, we have seven working days to respond to you. We note that we do not respond to anonymous requests. In case of sending a request, we can ask you to confirm your identity. This is necessary to prevent third parties to deceive access to personal data.

Your right	What does it mean
Your right of access.	You have the right to ask us for copies of your personal data.
Your right to rectification.	You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
Your right to erasure.	You have the right to ask us to erase your personal data in certain circumstances.
Your right to restriction of processing.	You have the right to ask us to restrict the processing of your personal data in certain circumstances.
Your right to object to processing.	You have the right to object to the processing of your personal data in certain circumstances.
Your right to data portability.	You have the right to ask that we transfer the personal data you gave us to another organization, or to you, in certain circumstances.

## 6. Security of personal data

We protect your personal data. This data is confidential information; therefore, it is protected from unauthorized access, changes and its loss.

## 7. Processing of children’s personal data

Our site is not intended for processing personal data of persons under the age of 18. We stop the processing of personal data if we find out that they belong to a minor.

## 8. Sale of personal data

It should be underlined that we do not sell personal data.

## 9. Changes to our Privacy Policy

If our information practices change, we will post these changes on this page. We encourage you to visit this page periodically to learn of any updates.