

# Privacy policy

June 5, 2024

## INTRODUCTION

Welcome to Second Foundation US Trading. We are committed to protecting your privacy in accordance with the applicable laws. This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you visit our website <https://second-foundation.us.com>. Please read this Privacy Policy carefully. If you do not agree with the terms of this Privacy Policy, please do not access the site.

If you have any questions or concerns about Second Foundation US collection and use of your personal Information, please contact us using the contact details provided below.

## 1. INFORMATION WE COLLECT

We collect personal information that you voluntarily provide to us when you express an interest in obtaining information about us or our products and services, participate in activities on the website, or otherwise contact us. The personal information we collect includes:

- Name
- Email address
- Phone number

## 2. HOW WE USE YOUR INFORMATION

We use the information we collect or receive to:

- Communicate with you about job opportunities and respond to your inquiries.
- Process and manage your job application.
- Improve our website and services.

## 3. SHARING YOUR INFORMATION

We share your information with third-party service providers that perform services for us or on our behalf, such as:

- **Greenhouse:** We use Greenhouse for our job application process. For more information on how Greenhouse handles your data, please refer to Greenhouse's Privacy Policy.
- **Microsoft 365** and similar data processing software providers: We use Office

Suite for processing your data. For more information on how Microsoft handles your data, please refer to Microsoft's Privacy Policy.

- **Companies in the group** providing management or other group services.

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information unless we provide users with advance notice. This does not include website hosting partners and other parties who assist us in operating our website, conducting our business, or serving our users.

#### **4. DATA SECURITY**

We use administrative, technical, and physical security measures to help protect your personal information. We have implemented and we maintain necessary procedures to protect personal information from unlawful use or disclosure. While we have taken these steps to secure the personal information you provide to us, please be aware that despite our efforts, no security measures are perfect or impenetrable, and no method of data transmission can be guaranteed against any interception or other types of misuse. In such a case we are obliged to notify any individuals of any breach of system security involving sensitive personal information in compliance with the Social Security Number Protection Act.

#### **5. YOUR DATA PROTECTION RIGHTS**

Depending on your location, you may have the following rights regarding your personal data:

- The right to access – You have the right to request copies of your personal data.
- The right to rectification – You have the right to request that we correct any information you believe is inaccurate or complete information you believe is incomplete.
- The right to erasure – You have the right to request that we erase your personal data, under certain conditions.
- The right to restrict processing – You have the right to request that we restrict the processing of your personal data, under certain conditions.
- The right to object to processing – You have the right to object to our processing of your personal data, under certain conditions.
- The right to data portability – You have the right to request that we transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our provided contact information.

## **6. THIRD-PARTY WEBSITES**

Our website may contain links to third-party websites. This Privacy Policy does not apply to other websites, and we are not responsible for the privacy practices or content of those websites. We encourage you to read the privacy policies of any third-party websites you visit.

## **7. CHANGES TO THIS PRIVACY POLICY**

We may update this Privacy Policy from time to time in order to reflect, for example, changes to our practices or for other operational, legal, or regulatory reasons. We will notify you of any changes by posting the new Privacy Policy on our website. You are advised to review this Privacy Policy periodically for any changes.

## **8. CONTACT US**

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

Second Foundation US Trading, LLC

Email: [office@second-foundation.com](mailto:office@second-foundation.com)

Address: 808 Travis St, Ste 1030, Houston, Texas 77002