

## PRIVACY POLICY

### Legacy Book Services

We value you and your privacy.

Please read our Privacy Policy for legacy book services carefully in order to understand how we might access, collect, store, use, protect, or otherwise handle your personal data when you use our services.

We only process your personal data if you have given us consent to use it for specific purposes. Your consent can be withdrawn at any time. Furthermore, we use the data to perform and fulfil our contractual and legal obligations to you by way of providing our services.

When you visit our website, or engage with us directly, you agree to the terms and conditions compiled here in accordance with applicable Austrian and European Union laws. The full text of the General Data Protection Regulation (GDPR) can be found on EUR-Lex at [eur-lex.europa.eu](http://eur-lex.europa.eu). As our company is registered in Austria, the full German text of the new Austrian Data Protection Act can be found here: [Datenschutzgesetz \(DSG\)](#). For more information on data protection, please also refer to the website of the Austrian Data Protection Authority at <https://dsb.gv.at>

#### 1. Collection of Information YOU DISCLOSE TO US

##### a. When do we start collecting your information?

The process starts when you contact us by phone, in writing (email, letter, WhatsApp, website form) or in person, with an enquiry or a request, for example, or for a consultation, or to make an order, give feedback or a testimonial.

##### b. What personal data do we collect?

You will be asked to provide your first and last name, telephone number and email address.

##### c. How do we use your information?

After you reach out to us, we use your information to deliver and facilitate the delivery of our services by following up with you, providing a requested service, or expediting and managing an order.

##### d. What legal basis do we rely on?

We will only process your personal data if we believe that it is necessary and we have a legal reason to do so under applicable law, e.g. with your consent, to comply to laws, to provide you with services, to fulfil our contractual obligations and legitimate business interests or to protect your interests.

##### e. When you assign us with an order:

A non-disclosure agreement and an author consent form will be signed by us and you, the contracting party.

Once we start working with you on your legacy book, all personal and sensitive information plus all photographs that you share with us will be provided by you voluntarily and at your discretion.

All audio and video recordings that we make, will be done with your permission and will be made available to you for screening at your request.

##### f. Storage:

We will securely store all your personal information in-house with limited access only for those involved in working on your assignment.

**g. Our invoices:**

In order for you to honour pre-arranged periodic partial payments, our invoices will be issued out to the physical or mailing address and/or sent electronically to the email address – both provided by you.

**h. Sharing and disclosing personal information:**

Only individuals in the company who are involved in the respective legacy book project are provided with your personal information. In no circumstances do we give, share, trade or sell your personal data with any other persons or businesses. We do not use the information in any other way than described herewith.

We will only disclose your personal information if required by law in legal proceedings.

**i. Retaining personal data:**

We will keep relevant personal data for the purposes set out in this privacy policy for ten years. We will keep a copy of each legacy book saved on file and in hardcopy for an unlimited number of years.

**j. Your rights of access to your personal data:**

You have the right – at any time – to view, amend, update, withdraw or erase the personal data (in accordance with your “right to be forgotten”), which we hold about you. You may also request for data portability. To exercise these rights please contact us at [office@marianneobi.com](mailto:office@marianneobi.com).

**k. Third party information:**

Information about third parties is disclosed by the author as part of their story. We rely on the author for accuracy and discretion. The use of this information in the respective book manuscript is used as instructed by the Author/Contributor, who takes full responsibility for such said information about persons living or deceased.

**l. Information from minors:**

We do not knowingly collect information from children under the age of 18. To use our services, you must be over the age of 18. Or you must be the parent or guardian of the minor and give explicit consent for them to contribute. Otherwise, any information collected otherwise from a minor will be deleted.

**2. Collection of Information AUTOMATICALLY generated**

**a. Automatic:**

We automatically collect certain data when you visit our website. This information does not reveal your specific identity. Rather, it includes log traffic, usage and device data like Internet Protocol (IP) address, browser and device characteristics, operating system, location data. We use this information to track and report general patterns of activity on a statistical level, to analyse and improve the performance of our business, and to improve our website and services by using Google Analytics.

**b. Cookies:**

This website uses cookies. These cookies are solely for information purposes and do not contain or transmit any form of malware. They allow the website to remember actions and preferences (e.g. language and other display preferences) over a period of time no longer than 365 days. Cookie-related information is not used to identify you personally. These cookies are not used for any purposes other than those described here.

You have the ability to set your browser to change your cookie settings, notify you when a cookie is issued, or to block certain cookies. Select the appropriate settings on your individual

internet browser to change your cookie preferences. Alternatively visit <http://www.aboutcookies.org/> for detailed information on how to do this on different browsers. Please note that if you do this, you may not be able to use the full functionality of this website.

c. **External links:**

Our website may contain external links to other sites. They all have their own privacy policies. We are not responsible for their privacy practices nor for the content found on those sites. We do not share any form of information with those sites.

**3. PROTECTING YOUR DATA**

To make your visit to our website a safe one, it is scanned regularly for malware. Because the transmission of information over the internet is not always completely secure, transmission is at your own risk. However, we have implemented strict measures to hinder unauthorized access to your information once it has reached us.

Your personal information is stored on secure, safeguarded, state-of-the-art cloud platforms and can only be accessed by a limited number of designated persons.

**4. CHANGES TO THE PRIVACY POLICY**

To remain compliant with relevant laws, any updates or changes made to this privacy policy will be posted to our website, and/or notifications sent to individuals by email.

**5. CONTACT US**

Questions, comments, or requests regarding this privacy policy should please be emailed to the Data Protection Officer (DPO), Dr. Marianne Obi, at: [office@marianneobi.com](mailto:office@marianneobi.com).

Last update: 01.04.2025