



PRIVACY POLICY

1. General

This Privacy Policy (“**Policy**”) sets out the basis under which **Skylawyer** LLC may collect, use, disclose or otherwise process personal data of our customers. This Policy applies to personal data in our possession or under our control, including personal data in the possession of organisations which we have engaged to collect, use, disclose or process personal data for our purposes.

We use your data to provide and improve the Service. By using the Service, you agree to the collection and use of information in accordance with this policy. Unless otherwise defined in this Policy, terms used in this Policy have the same meanings as in our Terms and Conditions, accessible on www.skylawyer.ge

2. Types of Data Collected

2.1 Personal Data

While using our Service, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you ("Personal Data"). Personally identifiable information may include, but is not limited to:

- Email address
- First name and last name
- Phone number
- Address, State, Province, ZIP/Postal code, City
- Cookies and Usage Data

2.2 Usage Data

We may also collect information how the Service is accessed and used ("Usage Data"). This Usage Data may include information such as your computer's IP address, browser type,



browser version, the pages of our Service that you visit, the time and date of your visit, the time spent on those pages, unique device identifiers and other diagnostic data.

2.3 Tracking & Cookies Data

We may use cookies and similar tracking technologies to track the activity on our Service and hold certain information.

Cookies are files with small amount of data which may include an anonymous unique identifier. Cookies are sent to your browser from a website and stored on your device. Tracking technologies also used are beacons, tags, and scripts to collect and track information and to improve and analyze our Service.

You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our Service. Examples of Cookies we may use:

- **Session Cookies.** We may use Session Cookies to operate our Service.
- **Preference Cookies.** We may use Preference Cookies to remember your preferences and various settings.
- **Security Cookies.** We may use Security Cookies for security purposes.

3. Use of Data

We may use the collected data for various purposes, including:

- Performing obligations in the course of or in connection with our provision of the services requested by you;
- Verifying your identity;
- Responding to, handling, and processing queries, requests, applications, complaints, and feedback from you;
- Managing your relationship with us;
- Processing payment or credit transactions;



- Sending you marketing information about our services including notifying you of our marketing events, initiatives and promotions, membership and rewards schemes and other promotions;
- Complying with any applicable laws, regulations, codes of practice, guidelines, or rules, or to assist in law enforcement and investigations conducted by any governmental and/or regulatory authority;
- Detecting, preventing and addressing technical issues;
- Monitoring the use of services;
- Notifying the Client about any changes in the services;
- Any other purposes for which you have provided the information;
- Transmitting to any unaffiliated third parties including our third party service providers and agents, and relevant governmental and/or regulatory authorities, whether in Georgia or abroad, for the aforementioned purposes; and
- Any other incidental business purposes related to or in connection with the above.

4. Transfer of Data

Your information, including Personal Data, may be transferred to and maintained on computers located outside of your state, province, country or other governmental jurisdiction where the data protection laws may differ than those from your jurisdiction.

If you are located outside Georgia and choose to provide information to us, please note that we transfer the data, including Personal Data, to Georgia and process it there.

Your consent to this Privacy Policy followed by your submission of such information represents your agreement to that transfer.

Skylawyer LLC will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy and no transfer of your Personal Data will take place to an organization or a country unless there are adequate controls in place including the security of your data and other personal information.

5. Disclosure of Data

We may disclose your personal data:



- Where such disclosure is required for performing obligations in the course of or in connection with our provision of the services requested by you;
- To third party service providers, agents and other organisations we have engaged to perform our services to you.
- To comply with a legal obligation
- To protect and defend the rights or property of Skylawyer LLC
- To prevent or investigate possible wrongdoing in connection with the Service
- To protect the personal safety of users of the Service or the public

The purposes listed in the above clauses may continue to apply even in situations where your relationship with us (for example, pursuant to an agreement) has been terminated or altered in any way, for a reasonable period thereafter (including, where applicable, a period to enable us to enforce our rights under any agreement with you).

6. Protection of Data

The security of your data is important to us, but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While security cannot be guaranteed, we strive to protect the security of your information and are constantly reviewing and enhancing our information security measures.

7. Service Providers

We may employ third party companies and individuals to facilitate our Service or to provide the Service on our behalf, to perform Service-related tasks or to assist us in analyzing how our Service is used.

These third parties have access to your Personal Data only to perform these tasks on our behalf and are obligated not to disclose or use it for any other purpose.

8. Analytics

We may use third-party Service Providers to monitor and analyze the use of our Service.



- **Google Analytics**

Google Analytics is a web analytics service offered by Google that tracks and reports website traffic. Google uses the data collected to track and monitor the use of our Service. This data is shared with other Google services. Google may use the collected data to contextualize and personalize the ads of its own advertising network.

You can opt-out of having made your activity on the Service available to Google Analytics by installing the Google Analytics opt-out browser add-on. The add-on prevents the Google Analytics JavaScript (ga.js, analytics.js, and dc.js) from sharing information with Google Analytics about visits activity.

For more information on the privacy practices of Google, please visit the Google Privacy & Terms web page: <https://policies.google.com/privacy?hl=en>

- **Piwik/Matomo**

Piwik or Matomo is a web analytics service. You can visit their Privacy Policy page here: <https://matomo.org/privacy-policy>

- **Clicky**

Clicky is a web analytics service. Read the Privacy Policy for Clicky here: <https://clicky.com/terms>

- **Statcounter**

Statcounter is a web traffic analysis tool. You can read the Privacy Policy for Statcounter here: <https://statcounter.com/about/legal/>

9. Links to other Sites

Our Service may contain links to other sites that are not operated by us. If you click on a third party link, you will be directed to that third party's site. We strongly advise you to review the Privacy Policy of every site you visit.



We have no control over and assume no responsibility for the content, privacy policies or practices of any third party sites or services.

10. Children's Privacy

Our Service does not address anyone under the age of 18 ("Children").

We do not knowingly collect personally identifiable information from anyone under the age of 18. If you are a parent or guardian and you are aware that your Children has provided us with Personal Data without your consent, please contact us. If we become aware that we have collected Personal Data from children without verification of parental consent, we will take steps to remove that information from our servers.

11. Access to and Correction of Personal Data

If you wish to make (a) an access request for access to a copy of the personal data which we hold about you or information about the ways in which we use or disclose your personal data, or (b) a correction request to correct or update any of your personal data which we hold about you, you may submit your request in writing or via email to contact@skylawyer.ge

12. Accuracy of Personal Data

We generally rely on personal data provided by you (or your authorised representative). In order to ensure that your personal data is current, complete and accurate, please update us if there are changes to your personal data by informing through contact@skylawyer.ge

13. Retention of Personal Data

We may retain your personal data for as long as it is necessary to fulfil the purpose for which it was collected, or as required or permitted by applicable laws.

We will cease to retain your personal data, or remove the means by which the data can be associated with you, as soon as it is reasonable to assume that such retention no longer serves the purpose for which the personal data was collected, and is no longer necessary for legal or business purposes.



14. Changes to this Privacy Policy

We may update our Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on this page.

You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.

15. Contact us

If you have any questions about this Privacy Policy, please contact us by email: contact@skylawyer.ge