

### RelayPro - Privacy Policy

Last updated: May 2025

This privacy policy applies to the services of RelayPro, a platform owned and operated by MikeSolutions (trading under the name MBSolutions). We value your privacy and process your data in accordance with the European General Data Protection Regulation (GDPR).

#### 1. Data Controller

MikeSolutions (MBSolutions) is the data controller responsible for processing personal data via the RelayPro platform.

#### **Contact details:**

MikeSolutions (MBSolutions) Email: privacy@relaypro.app

Country of establishment: The Netherlands

#### 2. What data do we collect?

We only collect personal data necessary for platform usage:

- User name, email address, and contact information
- Login credentials and usage activity within the platform
- Lead, customer, or contact data entered by users
- IP addresses, browser info, and log data for security

Optionally, we may also process:

- Language settings, user preferences
- Communication content (support inquiries, emails)

# 3. Purposes of data processing

We process personal data exclusively for the following purposes:

- To provide access to and operate the RelayPro platform
- Customer support and service
- To improve functionality, security, and user experience

• To comply with legal obligations

Data is **not used for third-party marketing purposes** and is **never sold**.

# 4. Legal bases

Processing is based on:

- Contract performance (Article 6(1)(b) GDPR)
- Legal obligation (Article 6(1)(c))
- Legitimate interests, such as platform security (Article 6(1)(f))
- Consent, when explicitly required (Article 6(1)(a))

#### 5. Data retention

- User data: retained for as long as the account is active + max. 12 months after termination
- Log data: up to 6 months, unless needed for investigation
- Backups: stored for max. 30 days on secure servers

## 6. Third parties and data transfer

RelayPro is hosted within the EU. Personal data is not transferred outside the European Economic Area (EEA), unless:

- You activate external integrations outside the EEA
- Standard Contractual Clauses (SCCs) or equivalent safeguards are in place

Third-party processors (e.g. hosting, email providers) are contractually bound by data processing agreements and confidentiality clauses.

### 7. Security measures

We implement appropriate technical and organizational security measures, including:

SSL encryption of all data in transit

- Access control and activity logging
- Secure backups and active monitoring
- · Role- and permission-based access management

# 8. Your rights

You have the right to:

- Access your personal data
- Rectify or delete your data
- Restrict or object to processing
- Data portability

You can exercise your rights by contacting privacy@relaypro.app. We will respond within 30 days.

#### 9. Cookies

RelayPro uses only functional and anonymous analytical cookies. We do **not** use tracking or marketing cookies.

## 10. Changes

This privacy policy may be updated. Substantial changes will be communicated via email or platform notification. The current version is always available at relaypro.app/privacy.

Questions or complaints about privacy? Contact us at privacy@relaypro.app. You also have the right to lodge a complaint with the Dutch Data Protection Authority (Autoriteit Persoonsgegevens).

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