# **Privacy Policy**

#### **SECTION 1: Introduction**

Lucem is committed to safeguarding your privacy. This policy is designed to make you informed about how we handle your personal data. We encourage you to read through this document to understand our approach to personal information.

# **SECTION 2: Purpose of Collecting Personal Information**

Lucem gathers personal data to enhance how we deliver, offer, and communicate with you about our products and services. Our commitment extends to ensuring that your information is never sold or rented to third parties. We only share your personal information in ways outlined in this policy.

# **SECTION 3: Types of Personal Information Collected**

Lucem collects personal data through various interactions with you, including account creation, orders, product or service usage, website visits, promotions participation, newsletters subscriptions, communications, and feedback in surveys.

The information we gather includes names, email addresses, phone numbers, physical addresses, preferences, billing details, demographic details (like language, gender, age), and interests. Occasionally, we might request additional details to provide specific services or materials. We may also integrate your information with data from partners or other sources.

#### **SECTION 4: Use of Cookies**

Cookies are small text files stored on your device to record information. Lucem uses cookies to track website activity and improve your experience, such as remembering login details and preferences. We treat cookie-contained information with the same confidentiality as other personal data. You can disable cookies through your browser settings, though some website functionalities may be affected.

### **SECTION 5: Information from Other Sources**

We incorporate features and widgets from social media platforms, like the Facebook Like button, which may collect your IP address, page visits, and set cookies to function correctly. These features are governed by the privacy policies of their respective companies.

### **SECTION 6: Protecting Your Personal Information**

We may also receive personal information from third-party services and integrate it with our data, following the permissions you grant on those platforms. This includes information from social media or authentication services used to log into our services. We advise reviewing your privacy settings on these platforms to manage the information shared with us. Services like Facebook Connect allow you to share activities and updates within your network.

#### **SECTION 7: How Lucem Utilizes Your Personal Data**

Lucem is committed to protecting the privacy of your data through physical, electronic, and administrative safeguards. We encourage you to secure your personal information while online.

For transactions on Lucem's website, an SSL-enabled browser is required. Lucem employs standard Secure Sockets Layer (SSL) encryption on pages where financial transactions occur, ensuring the confidentiality of your personal and payment details during internet transmission. Despite Lucem's security measures, the inherent risks of internet data transmission mean absolute security cannot be guaranteed. It's crucial for you to protect your personal data, especially by keeping passwords and registration details confidential.

#### **SECTION 8: Disclosure of Your Information**

Lucem processes your personal data for various purposes, including:

- Processing orders and billing for our products and services, along with customer support and account communication.
- Enhancing our offerings through personalized content, language, and location adjustments, plus tailored assistance.
- Inviting you to participate in surveys for feedback on our services and news.
- Providing updates, promotional content, targeted advertising, and special offers based on your preferences.
- Understanding usage patterns to improve our services and content appeal.
- Anonymous reporting for both internal and external analysis.
- Facilitating and moderating discussions in online forums.

Lucem might share your data with trusted partners and vendors to assist in marketing and communication efforts, under strict confidentiality agreements. Additionally, your information may be disclosed if legally required, or to protect Lucem's rights and property, enforce our terms, prevent fraud, or ensure the safety of our users and the public.

In cases of significant business changes like mergers or acquisitions, Lucem reserves the right to transfer your personal data to involved parties.

# SECTION 9: Legal Bases for Data Processing and Disclosure

Lucem may share your information with partners to enhance communication with you, under strict data protection agreements. We may also disclose your data as necessary by law or to protect our rights, comply with legal processes, or ensure the safety of our community. Your rights concerning your data include requesting information, correction, deletion, or revocation of consent for data processing. For any communication preferences or data concerns, please contact Lucem directly.

# SECTION 10: Community Engagement and Legal Compliance

For visitors from the European Economic Area (EEA), Lucem's data collection and processing adhere to specific legal bases, such as contractual necessity, legitimate interests, or your consent. We are transparent about the legal grounds for processing your data and are committed to respecting your privacy rights under applicable laws.

Lucem provides platforms like blogs and forums for interactive engagement. Be mindful that any information shared in these spaces becomes public. For removal requests or privacy inquiries, please contact Lucem's designated data protection office.

Lucem emphasizes privacy across all operations, with specific considerations for children's privacy and compliance with regional data protection regulations. We continually update our privacy practices to ensure your data is handled responsibly and transparently.