

PRIVACY POLICY

This privacy notice provides information on how Office Solution collects and processes your personal data when you use of any INNOVATIONAL OFFICE SOLUTION's services or platforms in connection with the Innovational Office Solution Custom Power BI Premium Capacity Monitoring tool for Microsoft © Power BI©.

[It is important that you read this privacy notice together with our website privacy policy which contains more detailed information about our data processing and can be accessed here.]

1. Who we are. "Innovational Office Solution" is an Indian corporation with an office at Plot No 108-109, Palam Road, Palam Vihar, Gurgaon - 122017, Near Railway Crossing, Bajghera Chowk Gurgaon. Any comments, concerns, complaints, or questions regarding our Privacy Statement may be addressed to info@InnovationalOfficeSolution.com. 3. How We Collect Your Data.

2. What Data We Collect. The type of personal information we collect depends on how you are specifically interacting with us and which Services you are using. Generally, we collect the following categories of personal information:

- **Contact Information**, such as name, phone number, email address, and similar contact data.
- **Organization and Contacts Information**, such as your employer or organizations that you are a member of, information about your colleagues or those within your organization, your status with an organization, and similar data.
- **Account Information**, such as service-related information (including purchase history and account profiles), billing-related information (including payment, shipping, and billing information), and similar data.
- **Financial Information**, such as billing address, credit card information, billing contact details, and similar data.

We collect data from and about you through direct interactions. You may give us your Identity, Contact and Financial Data by filling in forms or by corresponding with us by email or otherwise.

This includes personal data you provide when you:

- apply for our products or services;
- subscribe to our service or publications;
- request marketing to be sent to you;
- give us feedback or contact us.
- How We Use Your Data.

We have set out below, in a table format, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data. Please contact us if you need details about the specific legal ground we are relying on to process your personal data where more than one ground has been set out in the table below. InnovationalOfficeSolution © Drill Down Visuals Privacy Policy; Effective date of this Agreement: December 20, 2021

- 5. Data Security. We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorized way, altered or disclosed. In

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Purpose/Activity	Type of data	Lawful basis for processing including basis of legitimate interest
To register you as a new customer	(a) Identity (b) Contact	Performance of a contract with you
To process and deliver your order including:	(a) Identity (b) Contact	(a) Performance of a contract with you
(a) Manage payments, fees and charges	(c) Financial (d) Transaction	(b) Necessary for our legitimate interests (to recover debts due to us)
(b) Collect and recover money owed to us		
To manage our relationship with you which will include:	(a) Identity (b) Contact	(a) Performance of a contract with you
Notifying you about changes to our terms or privacy policy	(c) Profile	(b) Necessary to comply with a legal obligation
(b) Asking you to leave a review or take a survey		(c) Necessary for our legitimate interests (to keep our records updated and to study how customers use our products/services)
To administer and protect our business and this website	(a) Identity (b) Contact	(a) Necessary for our legitimate interests (for running our business, provision of administration and IT services, network security, to prevent fraud and in the context of a business reorganization or group restructuring exercise)
(including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data)	(c) Technical	(b) Necessary to comply with a legal obligation
To inform you about the Product updates and special offers	(a) Identity (b) Contact (c) Profile	(a) Performance of a contract with you