

# Privacy Policy

*Effective Date: May 25, 2018*

ArcaneLabs Corp., (“us”, “we” or “our”) operates the <http://million.studio>, <http://arcanelabs.io>, and [http://\\*.million.studio](http://*.million.studio) websites (collectively, the “Services”).

We are committed to keeping information collected through use of our Services that personally identifies you (“Personal Information”) confidential, secure and private. We will not use or share your information with anyone except as described in this privacy policy (the “Privacy Policy”).

This Privacy Policy shall apply to ArcaneLabs Corp., and thus it shall govern any and all data collection and usage thereof. Through the use of ArcaneLabs Corp. Services, you are herein consenting to the collection and use of your Personal Information and the data procedures expressed within this agreement.

## Collection and Use of Personal Information

Our Services collect certain Personal Information, which may include, but is not limited to:

1. Voluntarily provided information which may include your name, address, email address, billing and/or credit card information etc., which may be used when you purchase products and/or services and to deliver the services you have requested.
2. Information automatically collected when visiting our website, which may include cookies, third party tracking technologies and server logs.
3. The type of browser you are using, IP address, type of operating system you use, and demographic data for service optimization purposes.
4. Willingly provided data in the form of surveys, completed membership forms, and emails.
5. Third-party integrations that provide us additional data when used with our Services. If you connect third-party applications to our Services, do know that some Third Party account information will be transmitted to us and is also covered by the terms of this Privacy Policy.
  - a. Further, ArcaneLabs Corp. Services may request permissions to take actions on your behalf using your third-party account credentials.

It is the intent of this site to use personal information only for the purpose for which it was requested and any additional uses specifically provided in this Privacy Policy.

We collect Personal Information for the purpose of providing the Services, identifying and communicating with you about the Services, responding to your requests/inquiries, servicing your purchase orders, improving our Services, and communicating with you about our Services, discounts, and promotions.

## How long we keep your Personal Information

How long we keep information we collect about you depends on the type of information, as described in further detail below:

- Account Information
  - We keep and store your account information for as long as your account with us is active, and for a 30-day grace period after in case you decide to re-activate the Services. After that time, all Personal Information is removed from our servers and demographic data is anonymized.
- Marketing Information
  - If you have elected to receive marketing emails from us, we store your marketing preferences for a reasonable period of time from the last date you expressed interest in our services. Every marketing email we send has the option to unsubscribe to future communication.

## Disclosing your Personal Information

ArcaneLabs Corp. may disclose your personal information, without prior notice to you, only if required to do so in accordance with applicable laws and/or in a good faith belief that such action is deemed necessary or is required in an effort to:

1. Remain in conformance with any decrees, laws and/or statutes or in an effort to comply with any process which may be served upon ArcaneLabs Corp. and/or our Services;
2. Maintain, safeguard and/or preserve all the rights and/or property of ArcaneLabs Corp.; and
3. Perform under demanding conditions in an effort to safeguard the personal safety of users of our Services and/or the general public.

## Accessing and Correcting Your Personal Information

We acknowledge individuals' rights to access their personal information. You may access, update, correct or have removed from our systems and records the Personal Information you provided to us by emailing a request to **support@arcanelabs.io** or contacting us by telephone or postal mail as further specified in the How to Contact Us

clause of this Privacy Policy. To protect your privacy and security, we will also take reasonable steps to verify your identity before updating or removing your information.

### **Children under the age of 13**

ArcaneLabs Corp. does not knowingly collect personal identifiable information from children under the age of thirteen (13) without verifiable parental consent. If it is determined that such information has been inadvertently collected on anyone under the age of thirteen (13), we shall immediately take the necessary steps to ensure that such information is deleted from our system's database. Anyone under the age of thirteen (13) must seek and obtain parent or guardian permission to use this website.

### **Unsubscribe & Opt-Out**

All users and/or visitors to our website have the option to discontinue receiving communication from us and/or reserve the right to discontinue receiving communications by way of email or newsletters. To discontinue communications from, or unsubscribe from our Services, please send an email to **support@arcanelabs.io**.

### **Links to Other Web Sites**

Our website does contain links to affiliate and other websites. ArcaneLabs Corp. does not claim nor accept responsibility for any privacy policies, practices and/or procedures of other such websites. Therefore, we encourage all users and visitors to be aware when they leave our website and to read the privacy statements of each and every website that collects personally identifiable information. The aforementioned Privacy Policy Agreement applies only and solely to the information collected by our Services.

### **Security**

ArcaneLabs Corp. shall endeavor and shall take every precaution to maintain adequate physical, procedural and technical security with respect to our offices and information storage facilities so as to prevent any loss, misuse, unauthorized access, disclosure or modification of the user's personal information under our control.

We strive to implement and maintain reasonable, industry-standard acceptable security procedures and practices appropriate to the nature of the information we store.

### **GDPR Compliance Information**

This section and its information only pertains to EU member users of our Services.

- Controller of your Personal Information:

Million.studio  
c/o ArcaneLabs Corp.  
343 Medford Street, Suite 4B  
Somerville, MA, 02145

Email: [support@arcanelabs.io](mailto:support@arcanelabs.io)

Phone: +1 (617) 702-4229

- Legal Bases for Processing EU Users' Personal Information

We only process your information when we have the legal basis to do so.

We process your data when:

- We need it to provide you the Services
- We run analytics reports for internal use in order to improve our product and Services
- You give us consent for a specific purpose (i.e. integrations with third-party services)
- We need to in order to comply with legal regulations

- Transfer of EU Users' Personal Information Outside the EU

We only transfer Personal Information only when necessary for the application of our Services, and only to entities in the US or EU with sufficient privacy and data protection laws in place.

- Rights to Control, Access, Delete, and Rectify Personal Information

You have the right to control your personal information and how it is used within our Services.

To access, delete, or amend the Personal Information we collect, email us at [support@arcanelabs.io](mailto:support@arcanelabs.io). **Please include the reason you are emailing us in the Subject line of the email.**

To completely withdraw consent for the use of your data, please send us an email at [support@arcanelabs.io](mailto:support@arcanelabs.io) with the subject "Completely Withdraw Consent from ArcaneLabs Corp. Services."

You have the right to obtain a copy of the data you have *directly* submitted to ArcaneLabs Corp. in a format you can transfer to another entity. To do so, email us at [support@arcanelabs.io](mailto:support@arcanelabs.io) with the subject "Obtain Directly Submitted Data from ArcaneLabs Corp. Services."

## Changes to this Privacy Policy

ArcaneLabs Corp. reserves the right to update and/or change the terms of our privacy policy, and as such we will post those change to our website homepage at <https://million.studio>, so that our users and/or visitors are always aware of the type of information we collect, how it will be used, and under what circumstances, if any, we may disclose such information. If at any point in time ArcaneLabs Corp. decides to make use

of any personally identifiable information on file, in a manner vastly different from that which was stated when this information was initially collected, the user or users shall be promptly notified by email. Users at that time shall have the option as to whether or not to permit the use of their information in this separate manner.

## **Acceptance of Terms**

Through the use of ArcaneLabs Corp. Services, you are hereby accepting the terms and conditions stipulated within the aforementioned Privacy Policy. If you are not in agreement with our terms and conditions, then you should refrain from further use of our sites. In addition, your continued use of our website following the posting of any updates or changes to our terms and conditions shall mean that you are in agreement and acceptance of such changes.

## **How To Contact Us**

If you have any questions or concerns regarding the Privacy Policy, please feel free to contact us at the following email, telephone number or mailing address.

### **Email:**

[support@arcanelabs.io](mailto:support@arcanelabs.io)

### **Telephone:**

(617) 702-4229

### **Mailing Address:**

Million.studio  
c/o ArcaneLabs Corp.  
343 Medford Street, Suite 4B  
Somerville, MA, 02145