

# Privacy Policy

## **1. Purpose and scope of collection**

We do not proactively collect and process personal information of users. We obtained such information from users who provide information to us or contact us through a certain method. Our management, storage and use of such information are solely for the purpose of fulfilling the users' requests, such as request to receive our legal news, service proposals or legal advice/support.

## **2. Scope of use of information**

We use the users' personal information to fulfill the users' requests as stated in Article 1 above, from time to time.

## **3. Information storage period**

Users' personal information is stored for a suitable period of time or upon termination requests from the users. In all cases, the users' personal information is stored, with appropriate security measures, on our servers and on the relevant personnel's electronic devices.

## **4. Individuals or organizations that have access to the personal information**

Individuals accessible to users' personal information are our lawyers and personnel, who are assigned to perform relevant tasks, to fulfill the users' requests as specified in Article 1 above, from time to time.

Apart from the above, no one has the right to infringe on the users' personal information.

## **5. Personal information receiving, managing and using organization and contact person**

## **VISION & ASSOCIATES LEGAL**

Room 308-310, 3<sup>rd</sup> Floor, Hanoi Towers, No. 49 Hai Ba Trung Street, Hoan Kiem District, Hanoi, Vietnam

Tel: (84-24) 3934 0629 | Fax: (84-24) 3934 0631

Personal information protection representative:

**Mr. Le Tuan Anh**

Email: lt.anh@vision-associates.com

### **6. Methods and tools for personal information access and modification**

Users may request for provision, update, modification of their personal information by contacting our personal information protection representative specified in Article 5 above.

### **7. Commitments to the privacy of users' personal information**

We apply information classification and security measures in accordance with the provisions of law; we do not use personal information for purposes not specified herein and do not transfer or provide personal information of users to any individuals and organizations that are not responsible for receiving, managing and using the information.

In the event that our user information storage system is attacked or other information security incidents occur leading to the loss of personal information, we will be responsible for notifying users by appropriate methods in accordance with the requirements of the law.

### **8. Automatically collected information**

We do not collect the users' information automatically in any form.

## **9. Modification of this Privacy Policy**

We may update this Privacy Policy from time to time. When we do, we will post the latest update to our website (<https://vision-associates.com/>). Any changes to the Privacy Policy will be come effective when we post the revised Privacy Policy on our website.