

Data Storage, Security and Privacy Policy for SealSuites Inc. (the “Privacy Policy”)

Policy Title: Data Store Security and Privacy Policy

Company: SealSuites Inc. (hereinafter referred to as “SealSuites”)

Product: MagicList

Effective Date: Dec 4, 2024

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1. Introduction

This document outlines SealSuites’ policy and practices regarding data storage, handling, and encryption as it pertains to our document storage and management software, MagicList. Our goal is to ensure that user data is secure, accessible, and compliant with relevant laws, regulations, rules, and professional codes of conduct.

For reference purposes, the defined terms in the MagicList Disclaimer, Conditions, and Terms of Use Agreement are incorporated into this document.

2. Collection, Use, and Disclosure of Personal and Confidential Information

By using MagicList, you agree to SealSuites' legal collection, use and disclosure of personal information in a manner that is consistent with the *Freedom of Information and Protection of Privacy Act*, *Personal Information Protection Act*, or any other relevant statutes, regulations, rules, policies (including any issued by the Office of the Information & Privacy Commissioner), and agreement between the Parties.

SealSuites recognizes the possibility and/or fact that personal, confidential, sensitive, proprietary, and/or privileged information may or are contained in the documents (the "Confidential Information") uploaded through MagicList and agrees not to use or share the Confidential Information with any third party unless expressly authorized by You to do so.

SealSuites agrees not to collect, use, and/or disclose the Confidential Information for any purpose other than purposes which ordinarily fall within the intention of the use of MagicList.

3. Data Storage

3.1. Cloud Storage

All user data uploaded through MagicList is securely stored on Amazon Web Services (AWS). AWS is a reputable cloud service provider that adheres to industry-standard security protocols, providing robust security measures to protect stored data. SealSuites utilizes various AWS services, including S3 for storage. More information regarding AWS data centre controls can be found at <https://aws.amazon.com/compliance/data-center/controls/>

3.2. Data Locations

User uploaded files are temporarily stored in AWS region Canada (Central). This geographic selection allows us to maintain compliance with local and international data protection regulations, ensuring data sovereignty and integrity.

4. Data Handling

4.1. User Data Uploads

When users upload documents to MagicList, we ensure that all files are transmitted securely through encrypted connections using TLS v1.2. This protects user data from unauthorized access during the upload process.

4.2. Access Control

Access to user data is strictly limited to authorized personnel only. We implement role-based access controls (RBAC) to ensure that employees can only access the data necessary for their job functions. All employees are required to undergo training in data protection and are bound by confidentiality agreements to safeguard user data privacy.

4.3. Data Retention

SealSuites retains user's uploaded files for a duration specified by the user, typically between 7 and 30 days, to fulfill our service obligations. Additionally, we may retain data as necessary to comply with legal obligations. Users may request data deletion at any time, and such requests will be honored in accordance with our data retention policy. Users may opt out of having their uploaded files retained.

5. Data Encryption

5.1. At Rest

All data stored in AWS is encrypted at rest using AES-256. This ensures that user data is stored in a format that is unreadable without the appropriate decryption keys, providing an additional layer of security against unauthorized access.

5.2. In Transit

Data is encrypted in transit using TLS v1.2 to prevent interception during the upload and download processes. This ensures that files are protected from the moment they leave the user's device until they are securely stored on our servers.

6. User Rights

6.1. Summary of User Rights

Users have the following rights concerning their personal information stored in MagicList:

- **Right to Access:** Users can request access to their data to understand what information we hold.
- **Right to Rectification:** Users can request the correction of inaccurate or incomplete data.
- **Right to Deletion:** Users can request the deletion of their personal data, subject to our data retention policies.
- **Right to Data Portability:** Users may request a copy of their data in a structured, commonly used, and machine-readable format.

6.2. Requests for Access, Correction or Deletion of Personal Data

Requests can be made through our support channel at contact@sealsuites.com.

7. Compliance

SealSuites is committed to complying with applicable data protection laws, including but not limited to specific regulations, e.g., "GDPR, CCPA". Regular audits are conducted to ensure adherence to this policy, and we maintain documentation to demonstrate compliance efforts.

8. Incident Response

In the event of a data breach, SealSuites has established an Incident Response Plan. This plan includes:

8.1. Identification and Containment

Rapid identification of the breach and containment measures.

8.2. Assessment and Notification:

Assessment of the breach's impact and timely notification to affected users as required by law.

8.3. Remediation:

Implementation of measures to prevent future breaches and secure any compromised data.

9. Privacy Policy Updates

This policy may be updated periodically to reflect changes in our practices or regulatory requirements. Users will be notified of significant changes via email and is subject to change.

10. Final Acknowledgement of the Privacy Policy

By accessing, browsing or using MagicList you acknowledge that you have read, understand and agree that the Privacy Policy applies to Your access, browsing or use.

If you do not agree to the terms of the Privacy Policy, then You should not use and/or continue to use MagicList.

11. Incorporation of the Privacy Policy into Contract

The Parties agree that the Privacy Policy is incorporated into the Contract by reference.

12. Our Welcome

Welcome to MagicList, where you can generate lists of documents automatically,
removing the need for manual input!

13. Contact Information

For questions or concerns regarding this policy, please contact us at:
Email: contact@sealsuites.com