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## Privacy Notice

SOCIÉTÉ BOGHOS SAL takes the protection of your privacy very seriously. It is equally important to us that you understand how we handle the information. We will only use your personal information to deliver the products or services you have requested from us, and to meet our legal responsibilities under the applicable laws and regulations namely (General Data Protection Regulation EU2016/679 – GDPR).

By accessing, browsing, you expressly acknowledge that you have read, understand and agree to all the terms of this Privacy Notice, as outlined here and as it may be modified by BOGHOS SAL from time to time without prior notice. If you do not agree to all these terms, please do not browse our website.

### **How do we collect information from you?**

We collect information from you when purchase products or services, we collect information such as your purchase details and relevant payment information.

### **Cookies**

We may also acquire certain information about you from a "cookie" and from your IP/Internet address. Cookies are small pieces of information that are stored by your web browser on your computer's hard drive and allow us to serve you faster and with better quality. Please refer to our cookie policy.

### **What type of information do we collect from you?**

The personal information we collect from you will vary depending on which products or services you engage us to deliver. The personal information we collect might including the following, but not limited to:

- Identification data such as your first and last name, email address, postal address, phone number, and other similar contact data, date and place of birth, gender, and country;

### **How is your information used?**

In general terms, and depending on which products you engage us to deliver, as part of providing our agreed services we may use your information to:

- Contact you by post, email or telephone
- Verify your identity where this is required
- Update our records about you
- Understand your needs and how they may be met
- Maintain our records in accordance with applicable legal and regulatory obligations

# Société BOGHOS S.A.L.

METAUX PRECIEUX & CHANGE  
P.O.Box 90209

Siège Social: Bourj Hammoud - Lebanon  
Branche: Dora Centre Aya - Lebanon

Capital L.L. 5 Milliards entièrement versé  
R.C. Baabda 24597 - Liste Banque du Liban 69  
No. Financier 8052



# شركة بوغوص ش.م.ل.

معادن ثمينة وصرافة

ص.ب. ٩٠٢٠٩

المركز الرئيسي: برج حمود - لبنان  
فرع ثاني: الدورة سنتر أيا - لبنان

رأس مال ٥ مليار ل.ل. مدفوع بكامله  
س.ت رقم ٢٤٥٩٧ - لائحة مصرف لبنان ٦٩  
الرقم المالي ٨٠٥٢

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- Process financial transactions
- Prevent and detect crime, fraud or corruption
- Prevent and detect cyber attacks
- Provide you with smooth, efficient, customized services
- To provide you with better customer support
- To improve our marketing and promotional efforts
- To analyse your usage of our website

## How long we will keep your personal data?

We will retain your personal data:

- For as long as it is necessary for the purpose or purposes for which it was intended;
- For the purposes of performing or fulfilling a contractual obligation with you or the organization that you represent and, therefore, legitimate business purposes; and
- For as long as required or permitted by law.

## Who has access to your information?

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

Any staff with access to your information have a duty of confidentiality under the ethical standards that this firm is required to follow.

## Third Party Service Providers working on our behalf

We may pass your information to third parties; they are required to comply with confidentiality terms included in our data processing agreements. This prohibits such third parties from selling, trading, using, marketing or otherwise distributing BOGHOS SAL customer data.

## How you can access and update your information

Keeping your information up to date and accurate is important to us. We commit to regularly review and correct where necessary, the information that we hold about you. If any of your information changes, please email or write to us, or call us using the '**Contact information**' noted below. You have the right to ask for a copy of the information BOGHOS SAL holds about you.

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رأسمال ٥ مليار ل.ل. مدفوع بكامله  
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### Security of your personal information

We implement a variety of security measures to maintain the safety of your personal information when you place an order or enter, submit, or access your personal information.

### Parents and children

\_Children (persons under age 18) are not eligible to use our services.

If you are a parent or guardian, please make every effort to guard your children's privacy. If you are under the age of 18, please do not send us any information about yourself.

### Your choices

We may occasionally contact you by post / email / telephone with details of any changes in legal and regulatory requirements or other developments that may be relevant to your affairs and, where applicable, how we may assist you further. If you do not wish to receive such information from us, please let us know by contacting us as indicated under 'Contact information' below.

### Your rights

**Access to your information:** You have the right to request a copy of the personal information about you that we hold.

**Correcting your information:** We want to make sure that your personal information is accurate, complete and up to date and you may ask us to correct any personal information about you that you believe does not meet these standards.

**Deletion of your information:** You have the right to ask us to delete personal information about you where:

- You consider that we no longer require the information for the purposes for which it was obtained
- You have validly objected to our use of your personal information - see 'Objecting to how we may use your information' below
- Our use of your personal information is contrary to law or our other legal obligations

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**Withdrawing consent to use your information:** Where we use your personal information with your consent you may withdraw that consent at any time and we will stop using your personal information for the purpose(s) for which consent was given.

#### Changes to our privacy notice

BOGHOS SAL reserve the right to change, supplement, or amend this notice at any time; in such case, this will be notified through our internet-facing applications and/or any other methods permitted by applicable law.

This Privacy Notice was last updated on June 30, 2021.

#### Contact information and complaints

For questions, comments and requests regarding this Privacy Notice or your personal data, please send us an email to [compliance@boghos.com](mailto:compliance@boghos.com)