

The previous privacy policy [can be found here](#)

## Signet Privacy Policy

Advania Iceland ehf. ("Advania") makes great efforts to ensure the security of individual's personal information and that all personal information is handled in accordance with Act no. 90/2018 on personal protection and processing of personal information. Personal protection and handling of personal information are discussed in Advania's privacy policy. See more here: [www.advania.is/personuvernd](http://www.advania.is/personuvernd). Signet's privacy policy explains in more detail how your personal information is processed in connection with the services of Signet signatures, Signet transfer, Signet forms and/or Signet team (herein collectively referred to as "Signet"). The document also covers where you, as a user, can access your data and control access to it, if applicable.

Advania is constantly working on better privacy so that we may update this policy at any time. You will find the latest version here on this page. This policy was last updated in August 2023.

### 1. When and why do we collect personal information about you?

When documents are sent for signature or data is sent electronically with Signet, the following information is collected about users to provide the Service securely. Signet receives the data directly from you as a user. We also use specific data automatically, e.g. activity on individual parts of Signet, information about IP address, browser, etc.

#### 1.1 Data coming directly from the user.

|                            |   |
|----------------------------|---|
| User information           | In order to be able to use Signet, you need to create an account that contains information about a unique identifier (for example, "kennitala") and a name. It is optional to enter information about the user's email address and phone number. All user information is stored in Signet's systems in encrypted form.  |
| Messages and announcements | "Signet users can search for the expected signatories of documents or recipients of data by the unique identifier (i.e. kennitala) and send a notification via email to the signatory/recipient. The notification includes a link to the document awaiting to be signed or the data awaiting reception.<br><br>Signet automatically sends a notification about a document awaiting to be signed or data awaiting reception to the email address used during the submission of the respective document/data. |

|                              |  |
|------------------------------|--|
|                              | The submitter of the document/data receives notifications about signatures by email if the submitter has registered his email address in Signet.   |
| Documents under signing      | <p>In order to provide the Service, we save documents and related information sent to Signet for signing. The documents, together with related information, are encrypted in such a way that the documents are only accessible to the recipient and the person who sends the documents for signing. Submitters are responsible for the data sent into the system, and Advania is responsible for the system working correctly.</p> <p>Users can delete documents which the user himself has uploaded and sent for signature. Signet automatically deletes all documents that have been in the system for 90 days, regardless of their status, i.e. regardless of whether they have been signed or not. The submitter can delete documents from Signet at any time.</p> |
| Data in electronic transport | <p>To be able to provide the Service, we save data and related information sent by electronic transfer in Signet transfer. The data, together with related information, is encrypted in such a way that the data is only accessible to the recipient and the person who sent the data. The data submitter is responsible for the data sent into the system, and Advania is responsible for the system working correctly.</p> <p>Data is deleted from Signet transfer once the recipient has downloaded the data. The sender can delete the data before it has been received. Signet transfer automatically deletes all unclaimed data after 90 days in the system.</p>   |
| Payment data                 | If the subscriber uses Signet's payment section, payment information is recorded along with the status of the payment and when the claim was paid.   |

## 1.2 Data that is automatically processed and saved

|             |   |
|-------------|---|
| System data | <p>Technical information about your computer or smart device, such as IP address, device type, operating system information, browser type, browser language and other system data.</p> <p>We collect information about how you use the Service, mainly through cookies. We may collect information about IP addresses, the type of browser, device, operating system you use, or actions you perform while using the Service. We use this information to improve our services to you, develop new products, features and functionality, as well as to ensure your safety.</p> |
|-------------|---|

## 2. Web cookies

Signet uses secure cookies encrypted by Signet and, therefore, cannot be read by anyone other than Signet. Cookies are small files that the Signet website sends to your computer to identify you and save data for your computer's browser.

Signet uses the following cookies:

- ASP.NET\_Sessionid is a cookie that stores information about your current connection session with Signet to speed up processing and protect security. This is a session cookie.
- \_\_RequestVerificationToken is a cookie that is used to prevent unauthorised access to the site. This is a session cookie.

You can set your browser to notify you if Signet places cookies on your computer, limiting their functionality or blocking cookies altogether. If you block cookies entirely, parts of Signet may function differently, or functionality may be limited.

## 3. What is the data used for?

Signet uses personal identifiable information to provide you with a view of your data, communicate with you, diagnose problems, ensure security, improve Signet and comply with the requirements stipulated by regulations and/or laws from time to time.

## 4. Who can access your data through Signet?

Access to your data in Signet is limited to the selected sender and receiver of data and/or documents. The owner of Signet does not have access to the documents in the system and, therefore, cannot hand them over to third parties under any circumstances.

If you use Signet team, people in the same team as you can see the documents you send from the team access.

You may provide your consent to the disclosure of information about your email address and/or phone number to Signet subscribers. When you agree to disclose such information, your email address and phone number will appear as default values when subscribers look you up, but the submitter can always choose to overwrite the information for that submission. You can always withdraw your consent to publishing your email address and/or phone number under the "My information" page.

Signet subscribers have lookup access to personal identification numbers ("kennitala") through the National Register. Lookup of "kennitala" or other unique identifiers is only available to

subscribers and is considered necessary to ensure secure identification of signatories or recipients, including secure delivery of data via Signet, cf. Article 13 Act no. 90/2018.

In the event that Signet becomes part of a merger, acquisition, reorganisation, sale of assets or bankruptcy, your personal information may be transferred to a party other than Advania.

Information collected by the system is not used to create personal profiles about individuals, and personal information about Signet users is not shared with third parties.

## 5. Data retention period

After you have authenticated yourself in Signet or received a document sent for signing, Signet stores in encrypted form information about your "kennitala" (or other Unique identifier used), name, information about the execution of the signing and, in some cases, your email address and phone number.

The documents submitted to Signet remain there for a maximum of 90 days after submission. System data is not personally identifiable.

## 6. Security

The utmost safety is ensured in all design and operation of Signet.

Signet's operations and software development are certified according to the ISO/IEC 27001 standard for information security management.

Signet ensures maximum security when collecting and storing data and takes appropriate measures to protect against unauthorised parties being able to access, change, share or delete data about you that Signet has collected and stored. Authentication into Signet is based on using a qualified digital certificate, thus ensuring that the correct parties authenticate themselves into the system. Qualified digital certificates are unique and protected by a PIN, which the credentials holder is fully responsible for preserving and keeping secret.

Companies can choose for their Signet team users to be able to identify themselves using the access that the respective company has defined for their user in Microsoft Azure Active Directory (Azure AD). In those cases, the user's company is responsible for its own security settings in Azure AD and for creating and removing access to Signet team for its employees.

## 7. Your rights

You have the right to receive information from us about how we use your personal information and what information we have about you. You also have the right to update your information so that it is correct, to request corrections or to have your information deleted, as long as there is no longer a reason for us to keep it. You can read more about your rights in Articles 15 - 21. of the General Data Protection Regulation (GDPR).

To see what personal information is saved about you in Signet, click on the menu at the top right of [www.signet.is](http://www.signet.is) and "My information". There, you will see an overview of the personal information stored about you in Signet. You can change or delete information about your email address and phone number. You can also choose whether your email address and/or phone number information is displayed to Signet subscribers. If you want to have your account deleted, you can send a request to the email address [signet-help@advania.is](mailto:signet-help@advania.is).

If you click on "Overview of documents" in Signet, you can see an overview of documents you sent for signing or sent for signing 90 days back. If you want to delete any of these documents from Signet, you can delete the documents you submitted yourself. If you want to delete any documents you have been sent for signing, send a request to the person who sent you the documents for signing.

If you have questions or comments in relation to this privacy policy or our processing, or if you want to complain about a possible violation of privacy laws, contact us by calling 4409000 or sending us an email at [signet-help@advania.is](mailto:signet-help@advania.is) or [personuvernd@advania.is](mailto:personuvernd@advania.is). The inquiry will be answered as soon as possible.

You also always have the right to direct your complaint to The Icelandic Data Protection Authority in accordance with Act no. 90/2018 on personal protection and processing of personal information.

## 8. Will this privacy policy change?

Advania reserves the right to change and update this privacy policy, for example, due to changes in laws and regulations or official requirements towards us and the handling of personal information. We therefore encourage you to regularly follow updates, which we publish on our website, [www.signet.is](http://www.signet.is).