**Data Protection Policy**

Xometry (Shanghai) Technology Co., Ltd. (“**We**”), Room 4225, Building 4, No. 735 Liyang Road, Hongkou District, Shanghai, China, is considered a “personal information processor” for personal information processed in relation to the website (www.xometry.asia) and the WeChat Mini Program administrated and operated by it. This Data Protection Policy describes how your personal information may be used and disclosed, and how you can exercise your rights in relation to your personal information.

We consider personal information to be protected. We protect the information in accordance with applicable privacy laws and regulations, as well as our own company privacy policies. These laws and regulations may include but are not limited to the *Personal Information Protection Law* (2021), the *Data Security Law* (2021), the *Cybersecurity Law* (2017), and any other applicable legislation and regulations (“**applicable laws**”).

This Data Protection Policy was last updated on [ ], 2024.

**This Data Protection Policy will help you understand the following:**

1. The Personal Information We Process and Why We Process It
2. How We Use Cookies
3. Our Storage and Protection of Personal Information
4. How We Entrust, Provide and Disclose Your Personal Information
5. Your Rights in connection with Personal Information
6. How We Process Personal Information of Minors
7. Updates to this Data Protection Policy
8. How to Contact Us
9. **The Personal Information We Process and Why We Process It**

While using our website and WeChat Mini Program, we may process your personal information in the following scenarios and methods. **You may also refer to the appendix of this policy, “**[**List of Personal Information Collection**](#_List_of_Personal)**” for the scenarios, types, purposes, and methods of personal information collection.**

**Please note, if you provide personal information of others, please ensure that you have obtained the consent for processing personal information and separate consent for processing sensitive personal information from relevant individuals, and the legitimacy of the source of personal information. We reserve the right to** **verify or audit the legitimacy and compliance of the personal information you provide.**

* 1. **Registration**

You can register as our user on both the website and the WeChat Mini Program. If you register via the website, you can register by inputting your name, email address, phone number, and customer type on the webpage. Alternatively, you may register through WeChat on the website. Upon your authorization, we will obtain your phone number and WeChat OpenID from WeChat side. If you register via the WeChat Mini Program, we will also obtain your phone number and WeChat OpenID upon your authorization from WeChat side. Refusing to provide us with your consent to process the aforementioned personal information, you will be unable to complete your registration.

* 1. **Request a Quote**

You can upload your drawings on the website or the WeChat Mini Program to request a quote. All drawings uploaded will be encrypted for protection. If you upload drawings through the WeChat Mini Program, you may either select files from your WeChat chat history or from local storage. If you select files from the local storage, we will require authorization to access your device storage.

* 1. **Fulfill Account Information**

For the purpose of understanding and contacting you, you may complete your account information on our website or WeChat Mini Program by providing your name, job title, customer type, invoice email, and preferred language. Refusing to provide the aforementioned information will not affect your use of other functions of the website or the WeChat Mini Program.

* 1. **Shipping Information**

To ship ordered products, you are required to provide your shipping information, including organization name, recipient’s name, shipping address, phone number, province, city, and postal code. Refusing to provide the aforementioned information, you may be unable to use our logistics services, but it will not affect your use of other functions of the website or the WeChat Mini Program.

* 1. **Invoice Information**

To issue an accurate invoice, you shall provide your invoice information through the website or the WeChat Mini Program. For corporate invoices, please provide the company name, tax number, province, city, invoicing address, postal code, bank name, bank account number, and invoice email. For personal invoices, please provide your name, tax number, province, city, invoicing address, postal code, and invoice email. Refusing to provide the aforementioned information may prevent us from issuing invoices accurately, but it will not affect your use of other functions of the website or the WeChat Mini Program.

* 1. **Password Setting**

If you register with an email on the website, you may set a login password on either the website or the WeChat Mini Program. Refusing to provide the aforementioned information will not affect your use of other functions.

**1.7 Email Subscriptions**

You may subscribe to email notifications on our website or WeChat Mini Program. Upon subscription, we will send updates on services, products, discounts, and promotions to your email.

1. **How We Use Cookies**

A cookie is a piece of data stored on the user’s computer tied to information about the user. This website may use both session ID cookies and persistent cookies. For session ID cookies, once you close your browser or log out, the cookie terminates and is erased. A persistent cookie is a small text file stored on your computer’s hard drive for an extended period of time. Your browser help file contains information and instructions for removing persistent cookies.

1. **Our Storage and Protection of Personal Information**
	1. **Our Storage of Personal Information**

As required by applicable laws, we store personal information collected within the People’s Republic of China.

Except for requirements by applicable laws, your consent or our agreements, we generally retain your personal information only for the period necessary to fulfill the purposes outlined in this policy. Upon the expiration of the retention period, we will delete or anonymize your personal information unless otherwise required by applicable laws.

* 1. **Our Protection of Personal Information**

We have taken extensive technical and operational security precautions in order to protect your personal information on file with us against unauthorized access and misuse. Our safety procedures for protecting against damage, destruction, and unauthorized access are regularly evaluated and updated in accordance with the state of the technological art.

You understand and acknowledge that information transfer over the internet cannot be guaranteed to be absolutely secure or error-free, and the storage of data cannot be guaranteed to be vulnerability-free. We cannot guarantee the absolute security of our website, database, or services, nor can we ensure that the information you provide will not be intercepted during internet transfer. We are not responsible for the actions of any third party.

**You should pay attention to the protection of your personal information. If you discover or suspect that your information has been leaked, which endangers your account security or poses other risks, please contact us promptly with the contact information provided in this policy to enable us to take necessary measures to secure your account and prevent or mitigate further loss. Otherwise, we are not liable for any and all losses arising out of or in connection with it.**

In the event of a personal information security incident, we will notify you promptly via text message, in-site notifications, etc., as required by applicable laws. This notification will include the basic information about the incident, potential impact, response measures that we took, or we will take, suggestions for self-protection, and remedial actions available to you. Meanwhile, we will also report the incident to regulatory authorities as required.

1. **How We Entrust, Provide and Disclose Your Personal Information**
	1. **Entrustment**

To provide you with better service, we may entrust third-party partners, including technology/production service providers, logistics providers, and marketing services providers, to process your personal information. We will only entrust these third-party partners to process your personal information for lawful, legitimate, necessary, specific, and explicit purposes according to this policy.

We require entrusted partners to process personal information according to our instructions. If the third-party partners use your personal information for other purposes, they are obligated to obtain your separate consent.

* 1. **Provision**

Without your explicit consent, we will not provide your personal information to any third party, unless it is required by applicable laws, legal processes, mandatory administrative or judicial requirements.

In addition, with the development of our business, we may engage in transactions such as mergers, acquisitions, or asset transfers. If your personal information is involved in the transfer, we will ensure that the new entity upholds the same protection standards as outlined in this policy and required by applicable laws or obtains your separate authorization.

* 1. **Disclosure**

We will not publicly disclose your personal information to any companies, organizations or individuals. Unless it is upon your explicit consent or mandatory requirements by applicable laws, judicial or administrative departments, or litigation, we may publicly disclose your personal information.

1. **Your Rights in connection with Personal Information**
	1. **Accessing and Copying Your Personal Information**

You may get access to the personal information we collect through the following methods:

1. You can get online access through the WeChat Mini Program or Website:
2. By clicking on “Personal Center” of the WeChat Mini Program, you can view your personal information including account information, shipping address, and invoice information. You may also click on the “…” icon in the upper-right corner - “Setting” – “Collected Information of the WeChat Mini Program” in the WeChat Mini Program to view your phone number that the Mini Program collected.
3. By clicking on “Account Details” on the website, you can get access to your personal information such as account information, shipping address, and invoice information.
4. You can get access to the personal information we collect by referring to the appendix “[List of Personal Information Collection](#_List_of_Personal)” of this policy.
5. If you cannot get access to relevant information, you can always contact us with the contact information provided in this policy.

You have the right to obtain a copy of the personal information we collected. You may contact us at any time through online customer service or the contact information provided in this policy. We will verify your identity and provide the required personal information copy if it is subject to applicable laws, and it is technically feasible.

* 1. **Transferring Your Personal Information**

You are entitled to request us to transfer your personal information to a specified personal information processor in accordance with applicable laws. We will review your request and provide access and means for obtaining relevant personal information to the specified personal information processors if it complies with the requirements of applicable laws.

* 1. **Correcting and Supplementing Your Personal Information**

You can correct or supplement your personal information in the following ways:

1. You can correct or supplement your personal information through following sections in the “Personal Center” of the WeChat Mini Program or the “Account Details” on the website:
2. You can correct or supplement your name, job title, invoice email, and preferred language in “Account Information”.
3. You can reset your password in “Password Setting”.
4. You can correct or supplement your shipping information including organization name, recipient’s name, shipping address, phone number, province, city, and postal code in “Shipping Address”.
5. You can correct or supplement your invoice information including company name, tax number, province, city, invoicing address, postal code, bank name, bank account, and invoice email for corporate invoice, and name, tax number, postal code, province, city, invoicing address, postal code, and invoice email for personal invoice by clicking on “Invoice Information”.
6. You may also contact us anytime with the contact information provided in this policy, and we will promptly verify your identity to correct or supplement your personal information.
	1. **Deleting your Personal Information**

You can request to delete your personal information through the methods in the section “Correcting and Supplementing Your Personal Information”. You may also request to delete your personal information by deregistering your account.

**In the following situations, we will delete your personal information proactively, and you also have the right to request deletion:**

1. **The purpose of processing has been achieved, cannot be achieved, or is no longer necessary;**
2. **We stopped providing products or services, or the retention period expired;**
3. **You have explicitly withdrawn your consent;**
4. **You have sufficient grounds to believe that we are processing your personal information in violation of the applicable laws or in breach of our agreement;**
5. **Other situations which are specified by the applicable laws.**

**If a retention period required by applicable laws has not expired or there are any technical limitations preventing immediate deletion, we may not be able to delete information immediately from our backup systems. In such situations, we will store your personal information securely and restrict any further processing until the information can be deleted or anonymized.**

* 1. **Withdrawing Your Consent and Authorization**

You are entitled to modify or withdraw your consent for us to process your personal information. You may modify the scope of our personal information collection or withdraw your authorization by deleting the information or disabling device functions. You may contact us with the contact information outlined in this policy as well.

**Your withdrawal of consent will not affect the personal information processing prior to your withdrawal. We will process the request within a reasonable time, and we will no longer process the relevant personal information after your withdrawal. This withdrawal will not affect your access to functions or services of our products unless personal information processing is necessary for the functions or services.**

* 1. **Deregistering Your Account**

You may apply to deregister your account at any time by contacting us through the contact information provided in this policy.

After account deregistration, we will cease providing you products or services and process your personal information according to the section “Deleting your Personal Information” unless otherwise required by law.

* 1. **Responding to Your Requests**

For any information processing activities outlined in this policy, you may contact us with the contact information provided in this policy if you have any questions. To ensure the security of your account, we may require you to provide information to verify your identity and the validity of your request. We will verify your identity and respond to your request within 15 working days.

In principle, we will not charge a fee for reasonable requests. However, for repeated or excessive requests, we may charge a processing fee for the costs incurred, depending on the circumstances. We may decline requests that are unnecessarily repetitive, require excessive technical means (e.g., the development of a new system) or a fundamental change in existing practice, pose a risk to the legal rights of others, or are highly impractical.

1. **How We Process Personal Information of Minors**

The website and Mini Program are intended for corporates and users with full legal capacity. We do not intend to collect or use the personal information of minors. Minors should not use our Mini Program without consent from their parents or guardians.

If it is found that we have collected personal information from a minor without verifiable consent from their parents, we shall promptly delete the relevant data.

1. **Updates to this Data Protection Policy**

We may update or change this Policy from time to time. We will post an updated version on relevant pages. We also encourage you to regularly review the latest version of this Data Protection Policy. We may also provide more prominent notifications (including but not limited to on-site announcements, pop-up notifications, emails, or text messages). Without your explicit consent, we will not reduce your rights under this policy.

Your continued use of this website after any such changes being effective shall indicate that you have read, understood, and accepted the updated version of this policy and are willing to be bound by it. We encourage you to review this policy each time when you use our service. You can view this policy by clicking the link of “Data Protection Policy” at the bottom of the website or by clicking the link of “Data Protection Policy” in the “Personal Center” of the WeChat Mini Program.

1. **How to Contact Us**

If you have any questions or concerns in relation to the process of your personal information, you are always welcome to contact us by sending an email to info@xomery.asia. We will review and respond to your inquiry or request as soon as possible.

#### List of Personal Information Collection

We will collect the following information that you voluntarily provide to us when using the products or services, as well as the information that may be collected by automated means during the use of products or services.

|  |  |  |  |
| --- | --- | --- | --- |
| **Scenario of Personal Information Collection** | **Possible Collected Personal Information** | **Purpose** | **Method** |
| Registration | WeChat Mini Program: phone number, WeChat OpenIDWebsite: name, e-mail address, phone number, customer type, WeChat OpenID | To register a Xomery account and verify the user’s identity upon login. | WeChat Mini Program: upon the user’s consent to the WeChat authorization request, we obtain user information from the WeChat side.Website: the user fills the personal information in the webpage or upon the user's consent to the WeChat authorization request, we obtain user information from the WeChat side |
| Request a quote | Drawings | To obtain drawings user uploads and provide quotes to the customer through AI or manual processes. | User uploads voluntarily  |
| Personal Center  | Account Information | Name, job title, customer type, invoice email, preferred language | To understand and contact users | User fulfills voluntarily |
| Shipping Information | Organization name, recipient’s name, shipping address, phone number, province, city, postal code | To ship ordered products | User fulfills voluntarily |
| Invoice Information | (For Corporate Invoice) Company name, tax number, province, city, invoicing address, postal code, bank name, bank account, invoice email(For Personal Invoice) Name, tax number, postal code, province, city, invoicing address, invoice email | To issue VAT invoice accurately | User fulfills voluntarily |