

# Webarchive.io Data Protection Policy

Updated: 2025-01-01

## Introduction

Webarchive.io (“we,” “our,” or “us”) is committed to safeguarding the privacy and security of data uploaded, processed, and stored on our platform. This Data Protection Policy (“Policy”) outlines our practices and obligations regarding the collection, use, storage, and protection of data, ensuring compliance with relevant data protection laws and regulations.

As a website that handles files and data on behalf of users, we recognize the importance of protecting sensitive and personal information. We store data on third-party S3 storage services and have implemented robust measures to ensure compliance with legal requirements and industry best practices.

## Purpose and Scope

This Policy aims to:

1. Define how Webarchive.io protects user data.
2. Outline compliance measures with applicable laws, including the General Data Protection Regulation (GDPR), the California Consumer Privacy Act (CCPA), and other relevant regulations.
3. Address potential pitfalls and best practices in data protection.
4. Reassure users of our commitment to data security and privacy.

This Policy applies to all data uploaded, processed, or stored through Webarchive.io, including data of registered users, guests, and employees. It also applies to data shared with third-party vendors and service providers.

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## 1. Data Collection and Usage

### 1.1 Types of Data Collected

Webarchive.io may collect the following types of data:

- **User-Uploaded Files:** Files uploaded by users for archival or processing.
- **Personal Information:** Information provided during account registration, including names, email addresses, and payment details.
- **Metadata:** Data related to user interactions with our platform, such as IP addresses, browser types, and access logs.

### 1.2 Purpose of Data Collection

We collect data to:

- Provide and improve our services.
- Communicate with users regarding their accounts and services.
- Ensure the security of our platform and user data.
- Comply with legal obligations and enforce our terms of service.

### 1.3 Lawful Basis for Processing

We process user data based on the following lawful bases:

- **Consent:** When users provide explicit consent for specific purposes, such as subscribing to newsletters.
- **Contractual Necessity:** To fulfill our contractual obligations to users.

- **Legitimate Interests:** To enhance platform security, improve user experience, and prevent fraud.
  - **Legal Obligations:** To comply with applicable laws and regulations.
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## 2. Data Storage and Retention

### 2.1 Storage Practices

- All data is stored on S3, a secure third-party storage service.
- Data is encrypted both in transit (using TLS/SSL) and at rest (using AES-256 encryption).
- Access to data is restricted to authorized personnel on a need-to-know basis.

### 2.2 Retention Periods

We retain user data only for as long as necessary to fulfill the purposes outlined in this Policy, including:

- **Active user data:** Retained for the duration of the user's account activity.
- **Archived or backup data:** Retained for up to 12 months to ensure service continuity and compliance.
- **Deleted files:** Permanently removed from storage within 30 days of user deletion.

### 2.3 Data Disposal

When data is no longer needed, it is securely and permanently deleted using industry-standard methods.

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## 3. User Rights and Controls

### 3.1 User Rights

Webarchive.io respects the rights of users under applicable laws, including:

- **Access:** Users can request access to their data.
- **Correction:** Users can request corrections to inaccurate or incomplete data.
- **Deletion:** Users can request the deletion of their data ("right to be forgotten").
- **Portability:** Users can request their data in a structured, machine-readable format.
- **Objection:** Users can object to data processing based on legitimate interests.
- **Restriction:** Users can request restricted processing of their data.

### 3.2 How to Exercise Rights

Users can exercise their rights by contacting us at [support@webarchive.io](mailto:support@webarchive.io). Requests will be processed within the timeframes specified by applicable laws.

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## 4. Security Measures

### 4.1 Encryption

- **Data in Transit:** All data transmitted between users and our platform is encrypted using TLS/SSL protocols.
- **Data at Rest:** User data stored on Amazon S3 is encrypted using AES-256 encryption.

### 4.2 Access Controls

- Access to user data is restricted to authorized personnel with role-based permissions.
- Multi-factor authentication (MFA) is required for all administrative access.

### **4.3 Monitoring and Auditing**

- Regular audits are conducted to identify and mitigate potential vulnerabilities.
- Intrusion detection systems monitor for unauthorized access and breaches.

### **4.4 Incident Response**

In the event of a data breach:

1. Affected users will be notified within 72 hours of discovery.
  2. Relevant authorities will be informed as required by law.
  3. Remediation measures will be implemented promptly to address the breach.
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## **5. Third-Party Data Sharing**

### **5.1 Third-Party Services**

Webarchive.io utilizes S3 for data storage and may engage other third-party service providers for:

- Payment processing.
- Email communication.
- Analytics and user experience improvements.

### **5.2 Data Protection Agreements**

All third-party service providers are required to:

- Sign data protection agreements.
- Comply with relevant data protection laws and regulations.
- Implement security measures equivalent to those of Webarchive.io.

### **5.3 Cross-Border Data Transfers**

Data may be transferred to servers located outside the user's country. In such cases:

- Transfers are conducted in compliance with applicable laws.
  - Adequate safeguards, such as Standard Contractual Clauses (SCCs), are implemented.
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## **6. Compliance with Legal and Regulatory Requirements**

### **6.1 GDPR Compliance**

Webarchive.io complies with the General Data Protection Regulation (GDPR), ensuring:

- Transparent data processing practices.
- Data protection by design and by default.
- Appointment of a Data Protection Officer (DPO).
- Maintenance of records of processing activities.

### **6.2 CCPA Compliance**

Webarchive.io complies with the California Consumer Privacy Act (CCPA), ensuring:

- Users are informed of their data collection and usage rights.
- Opt-out options for data sharing and sales.
- Disclosure of data categories collected and shared.

### 6.3 Other Relevant Laws

We also comply with other applicable data protection laws, such as the UK Data Protection Act and Australia's Privacy Act.

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### 7. Training and Awareness

- Employees receive regular training on data protection practices and legal obligations.
  - Awareness campaigns ensure all team members understand their role in safeguarding user data.
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### 8. Updates to This Policy

This Policy is reviewed and updated annually or as necessary to reflect changes in:

- Legal and regulatory requirements.
- Industry best practices.
- Webarchive.io's data processing activities.

Users will be notified of significant changes via email or platform announcements.

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### 9. Contact Information

For questions or concerns about this Policy or our data protection practices, please contact:

- Email: [support@webarchive.io](mailto:support@webarchive.io)
  - Address: Webarchive.io, Ättehögsgatan 8A-B, 416 74 Gothenburg
  - Data Protection Officer: DPO, [dpo@webarchive.io](mailto:dpo@webarchive.io)
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### 10. Glossary of Terms

- **Data Controller:** The entity determining the purposes and means of processing personal data.
  - **Data Processor:** The entity processing personal data on behalf of the Data Controller.
  - **Personal Data:** Any information relating to an identified or identifiable individual.
  - **Processing:** Any operation performed on personal data, such as collection, storage, or deletion.
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### Appendix: Legal References

1. General Data Protection Regulation (GDPR): <https://webarchive.io/docs/gdpr.pdf>
2. California Consumer Privacy Act (CCPA): <https://webarchive.io/docs/ccpa.pdf>
3. Data Protection Act (UK): [https://webarchive.io/docs/dpa\\_uk.pdf](https://webarchive.io/docs/dpa_uk.pdf)
4. Privacy Act (Australia): [https://webarchive.io/docs/pa\\_australia.pdf](https://webarchive.io/docs/pa_australia.pdf)