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Privacy Notice Certifeye

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We respect the privacy of everyone contacting Certifeye and working with us. All the personal information provided to us is treated confidentially, and processing of personal data is done in accordance with the requirements of the General Data Protection Regulation. This privacy statement describes how Certifeye handles personal data.

1. What personal data do we process?

The list of the personal data we process is as follows:

- First and last name
- Company details: (visiting) address, telephone number (landline and/or mobile), email address, company website URL
- Other personal data that you have actively provided to us, for example through creating a profile on this website, corresponding with us, or contacting us by phone

2. Why do we need your data?

Your personal data will be processed for entering and deepening your relationship with Certifeye. How far your relationship with Certifeye goes is mostly up to you.

Certifeye uses your personal data for the following purposes:

- To be able to respond to a request for information sent by you regarding our products or services;
- to reach you by telephone or in writing in order to be able to perform our services;
- to be able to complete the financial settlement of the products or services purchased by you; to inform you about changes within our services and product range;
- to provide you with our newsletter and/or to inform you about our sales promotions, for which you have indicated that you wish to receive it;
- to be able to approach you about products and/or services that you or your organisation offer Certifeye.

The moment you register via the website, or in any other way, for the contact with Certifeye (for example for a meeting, the newsletter or a request for certain information), Certifeye has a legitimate interest in subsequently using your data for sending related, relevant information.

You will receive such information as long as you have not indicated that you no longer appreciate it. If your organization is a customer of Certifeye, we process your data as a necessary part of the execution of the rights and obligations arising from the customersupplier relationship or based on Dutch law.



3. For how long do we store your data?

Certifeye stores your personal data to fulfill the purposes for which your data is collected. Our retention period starts immediately after registration of the data; your data will be deleted when it is no longer relevant to the service.

The above periods apply unless Certifeye is obliged to keep personal data for a longer period of time on the basis of a legal provision.

4. Use of private Certifeye administration

If you are an employee of a Certifeye customer, you can create an account to log in to the private part of our website. As a user, you are responsible for handling your username and password with care. We assume that a person who logs in with a username and password is authorized to use it.

If you suspect that your password is known to unauthorized persons, you must inform Certifeye about it as soon as possible so that appropriate measures can be taken.

5. Newsletter

You can sign up for the general newsletter of Certifeye via the website.

Through this newsletter we inform interested parties about relevant developments concerning the company and the product Certifeye. Every newsletter contains the link you can click to unsubscribe.

The subscriber file of the newsletter is not provided to third parties, other than to the mail provider.

6. Sharing with others

We will only share your data with third parties if this is necessary for the execution of our agreement, a legal obligation or for facilitating our services and products (such as the mail tool, email, and CRM provider).

7. Mapping website visits

We track your activity on our website through google analytics and use this data to improve user experience and optimize the page. However, your clicks will not be tracked until you actively give us a permission to do so through our cookie bot\cookie plugin. Should you give such permission, we will keep the following data: IP address of your computer, time of retrieval and the data sent by your browser.

More information about the privacy matter of such analytics can be found on the website of the Dutch Data Protection Authority.

You can also read **<u>Google's privacy policy</u>** for more information, as well as specific information about **<u>Google Analytics</u>**.



8. View, modify or delete data

You have the right to inspect and correct your personal data at all times and we will delete it at your request. If you would like to receive more information about Certifeye and our privacy policy, or if you would like to make a request for access, correction, or deletion of your data, please contact us at the address below. We will respond to your request as soon as possible – within the standard term of four weeks.

9. Security

Certifeye has taken appropriate measures to prevent unauthorized access to and unauthorized modification, unwanted disclosure, misuse, and loss of your data. These measures are as follows:

Access control to the property and facilities to prevent unauthorized access

Both technical and organisational measures to regulate the access to the property and facilities:

Security systems including an alarm system with follow-up Lockable doors Regulated issuance and intake of key(s) and alarm code(s)

Access control to IT systems to prevent unauthorized access

Both technical and organisational measures to identify and authorise users:

Password policy Automatic access blocking Exclusive access to necessary systems

Control on data transport to prevent breach of data during transport

Both technical and organisational measures to prevent data breach during transport: Encryption during transport

Keeping transport time as short as possible

Control on data availability

Measures to guarantee data security: Back-up procedures Mirroring data discs Remote storage Antivirus and firewall systems

Data separation to prevent undesirable mixture of data streams

Measures to process data separately: Physical separation in storage

If you have the impression that your data is not properly secured or there are indications of misuse, please contact us at **info@certifeye.com**.

Should you be unsatisfied with our response and measure taken in such situation, you can also submit complaints about processing to the national privacy regulator.

10. Adjustments to the Privacy Statement

We reserve the right to change this Privacy Statement. Changes will be published on our website and updates will be sent via e-mail. Certifeye therefore advises the user to regularly check this page to see if any adjustments have been made. The current Privacy Statement was updated in May 2022.