

BASECONE PRIVACY STATEMENT

Version: 16/09/2016

Privacy-sensitive data is processed through the website (www.basecone.com) of and the SaaS service provided by Basecone N.V. This data is referred to as personal data. We believe that it is very important to treat personal data carefully. It is for this reason that we process and secure personal data.

In the course of processing we comply with the requirements stipulated in the relevant privacy legislation. Amongst other things, this means that we:

- **clearly stipulate the purposes for which** we process such personal data in this privacy statement;
- **confine the collection of personal data** to that which is required for the purposes that have been determined;
- first **ask you for your explicit consent** to process your personal data in those situations in which your consent is required;
- **adopt appropriate security measures** to protect your personal data and also require this of any party that processes your personal data at our behest;
- respect your right **to have us present** you with your personal details **to inspect, correct or delete** at your request.

In this privacy and cookie statement we explain which personal data we collect and use, and for what purpose we do this. We recommend that you read this statement carefully.

This privacy and cookie statement was last amended on *2 September 2016*.

Use of personal data

When you use our website, you leave certain data behind. Such data is often of a business nature but it may sometimes also be personal. In general, we process your personal data for the purposes of providing our services and for related purposes, such as invoicing, providing support, and tracking down and combating fraud or the misuse of our services. More specifically, we process your data for the following purposes:

- 1) the registration process which you follow to take out a subscription (on a trial basis or otherwise);
- 2) granting access to our services;
- 3) processing the contact form which you have filled in;
- 4) sending you any newsletters if you have been registered for any;
- 5) sending you messages pertaining to our services;
- 6) sending you invitations to participate in surveys covering customer satisfaction and loyalty, for example.

When doing this, we process the following data:

- 1) **your records** – your name, sex, address and contact details (telephone number and email address), and your payment and business details;
- 2) **your access records** – your log-in data comprising your user name, password and office code;
- 3) **your contact form** – your name, email address and the information which you voluntarily enter into your message;
- 4) **our newsletters** – your email address. An unsubscribe option is available in the case of each newsletter;
- 5) **our service messages** – in addition to the service messages which are presented as part of our services, we may send service messages to your email address.

Cookies

We use cookies. Please read our cookie statement for more information about this.

Security

With us your personal data is in safe hands. We have adopted various technical and organisational measures to protect your personal data against misuse, unauthorised access and other forms of unlawful processing. Please look on our website for [more information about our security measures](#).

Video monitoring

In and around our building we use public video monitoring to secure our staff, business and property. In those places where video monitoring occurs, this is clearly indicated on stickers. Only authorised persons may have access to the video images. Unless a disaster occurs, those video images are stored for no longer than seven (7) days before they are deleted. In this case the images are deleted once they are no longer required in connection with the relevant disaster.

Retention periods

Your personal data will not be retained for longer than is necessary for the purposes for which it is processed.

Supply to other parties

We will not supply your personal data to any other party, unless this is required for the purposes of providing the service requested or if we have a legal duty to do so.

Third-party websites

This statement does not apply in the case of any third-party websites which are linked to our website by means of hyperlinks. This is because we cannot guarantee that those websites will deal with your personal data in a reliable or secure manner. Before using such a website, please always read its privacy statement so as to ensure that your data will be dealt with properly.

Minors

If you are sixteen (16) years of age or younger, you may only use our website under the supervision of your parents or legal representative.

Amendment of this privacy and cookie statement

We may amend this privacy statement from time to time. Any amendment will be published on our website. We therefore recommend that you consult this privacy statement regularly, so as to ensure that you are aware of any such amendment.

Inspection and amendment of your data

If you have supplied us with personal data, you may send us a request to view, amend or delete it. To do so, please [contact](#) us using the method of your choice. If your data is incorrect (or no longer correct), you may ask us to amend or delete it.

In order to prevent any misuse from occurring in this respect, we may ask you to identify yourself appropriately by sending us a copy of valid proof of identity as well. Do not forget to conceal your CSN and passport photograph on such a copy. Where personal data is concerned which is linked to a cookie, you will be required to send us a copy of the cookie in question as well. You may find it through your browser settings.

Dutch Data Protection Authority

Naturally, we look forward to helping you if you have a complaint concerning the processing of your personal data. Should you nevertheless fail to reach agreement with us, in accordance with the relevant privacy legislation you are also entitled to submit a complaint to the privacy regulator, the [Data Protection Authority](#).

Contact details

If you have any questions concerning your privacy and/or this privacy statement, please feel free to [contact](#) us.