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Privacy Statement Conversify

This Privacy Statement is published March 1st 2019. We regularly update this Privacy Statement. Please consult our website for the latest version of our Privacy Statement.

General

Conversify B.V. (hereinafter: "Conversify", "we" or "us") respects your personal data and does everything to keep the personal data that you provide us or is otherwise collected confidential. We process your personal data in accordance with the General Data Protection Regulation (hereinafter: the "GDPR").

Personal data is any information relating to an identified or identifiable natural person.

Controller of the processing

We process your personal data in order to offer you all our services, to improve our services and to make contact you personally when necessary. We may employ third parties for the processing of your personal data.

You as a data subject agree that we process your personal data and employ third parties for the reasons and in ways as described in this Privacy Policy. In case of the employment of third parties, we will be the controller and the third party will be the processor.

Purposes of the processing

We process your personal data for the following purposes:

- To provide our services;
- To improve our services to you and others;
- To contact you when necessary;
- To invoice our services;
- Marketing activities; and
- To fulfill our obligations under the applicable laws and regulations.

The personal data that we process

We process the following personal data:

- Basic information such as your name or your company's name;
- Contact details such as your email address, postal address and phone number;
- Data related to the device you use to visit our website, such as, but not limited to, an IP address;
- Data related to your visit to our website, such as the time of visit, pages you visited, your purchases and your searches; and
- Personal data you provide us relating to the performance of our services.



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We collect this personal data because you provide this data to us. We may also collect your personal data using publicly available sources.

Basis of the processing

We process the personal data as referred to here above exclusively on the basis of:

- A legal obligation;
- The fulfillment of an agreement; or
- Your given consent.

Sharing of your personal data

We may share your personal data with third parties. This may include, but is not limited to:

- Third parties relevant to the legal services that we provide, such as suppliers, delivery staff, or third parties to whom we outsource parts of our services;
- Third parties that process your data for us, in order to improve our services and marketing activities, such as Google Analytics;
- Authorities or other institutions, in case necessary to fulfill our obligations under the applicable laws and regulations.

We will only transfer your personal data to the above mentioned third parties for the purposes and on the legal grounds stated in this Privacy Statement.

Security of your personal data

We care about your privacy and have therefore taken technical and organizational measures to ensure an appropriate level of security to protect your personal data from unauthorized or unlawful processing, and from loss, destruction, damage, alteration or disclosure.

Retention period

We retain your personal data only for as long as strictly necessary. That means we don't retain your personal data longer than is needed for the aforementioned purposes or the fulfillment of any obligation under the applicable laws and regulations



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Your privacy rights

You have the following rights regarding your personal data:

- a. transparency and information;
- b. access to your personal data;
- c. rectification or completion;
- d. objection;
- e. data portability;
- f. erasure of your personal data;
- g. restriction of processing of your personal data; and
- h. revocation of given consent.

We think these rights should be easily invoked by you. Therefore, any request to information, access, rectification, completion, portability, erasure, restriction of processing or objection to the processing of your personal data, can be send to us, using the contact information below. You will receive a response as soon as possible. In any case, you will receive a response within four weeks.

There might be circumstances under which we can not meet your request. For example, this might be the case when your request conflicts with our legal obligations. In such case you will be notified as well.

In order to make sure that we share the requested personal data with the right person, please attach a photocopy of your passport (without photo and social security number) to your request. This allows us to validate the identity of the requestor. As you hopefully understand, we can only take into account requests regarding your own personal data.

Social Media

We make use of social media like LinkedIn, Twitter, Facebook and possible Instagram. Those media may process your personal data for their own purposes. We are not responsible for the processing of the personal data by those media.

Statistics and cookies

We keep track of user data of our website for statistical purposes. This data is anonymous and we do not sell this information to third parties.

In order to improve the experience of our website, we use cookies. A cookie is a simple text file that is stored on your computer or mobile device by a website's server and only that server will be able to retrieve or read the contents of that cookie. You can remove the cookies, although it may compromise the experience of the website.

Our website uses analytical cookies in order to analyze user habits and general trends and to create reports. We may employ third parties to process this information. These third parties may



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share this personal data with other parties. By using our website, you consent to the sharing of your personal data by third parties.

Contact

In case of any questions, remarks, or requests, you can contact our data protection officer Bart Kappenburg. You can contact Bart using his email address: bart@conversify.com.