

PRIVACY AND COOKIE STATEMENT

LegionellaDossier Privacy and Cookie Statement

Version: April 2020

Your privacy is very important to LegionellaDossier. Accordingly, we comply with the relevant laws and regulations on privacy, including the General Data Protection Regulation (hereinafter: GDPR). This means that we:

- **Clearly define our purposes** before we process your personal data through this privacy statement;
- **Minimise the amount of data for storage** and only the data necessary for our purposes;
- **Explicitly request permission** for the processing of your personal data, should permission be required;
- **Take necessary security measures** to protect your personal information. We also impose these obligations on parties who process personal data on our behalf;
- **Respect your rights**, such as the right to view, rectify or delete your personal data processed by us.

Your information is safe with us and we will use it properly and carefully at all times. This privacy statement explains how LegionellaDossier uses information we learn about you.

If you have any questions or want to know exactly what information we keep from you, please contact LegionellaDossier.

Your Account

You can register with LegionellaDossier for the purpose of the services or you can receive an invitation to create an account by e-mail. You will then need to provide information about yourself and choose a password. We will create an account that you can use to log in with your e-mail address as your user name and a password of your choice.

For registration we use your name, telephone number and email address. We have a legitimate interest in doing so. We will retain this information for up to six months after you terminate your account, unless we are required by law to retain the information for a longer or shorter period of time. We will keep this information so that do not have to enter it every time again and so we can contact you more easily if necessary. You can change information through your account whenever you want.

Sending newsletters

We have a newsletter and you will only be added to the list of subscribers with your permission. In the newsletter you can read news, tips and information about our services.

We use your e-mail address for this purpose, which we do based on your consent. We will retain this information for one month after you cancel your subscription.

You can unsubscribe from the newsletter at any time. Every newsletter contains an unsubscribe link.

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Release notes

In case of relevant releases that (potentially) change the processing of the application for you, we will send you a release note by email. We do this by default after you have registered to make sure you will not be surprised. The release notes relate to the service provided by LegionellaDossier and the relevant changes. We send the release notes for the execution of the agreement concluded with you.

Advertising

We would like to send you advertisements about offers and new services, which we will do by e-mail.

You may object to such advertising at any time. Every e-mail contains an unsubscribe link. You can also indicate your wish to stop receiving advertisements via your account.

Provision to other companies or institutions

Except for the parties required to provide the services listed above, we will under no circumstances provide your personal data to other companies or institutions, unless we are legally obliged to do so (e.g. in case this is demanded by the police on suspicion of a crime).

Statistics

We keep statistics about the use of our services.

Our services include social media buttons. These buttons are used by the administrators of these services to collect your personal data.

Cookies

We use cookies in our services. Cookies are small files in which we can store information so you do not have to enter the relevant data every time. Also, we can see that you are visiting us again.

You can disable placement of cookies via your browser, but some aspects of our services will in that case no longer work properly.

We have made arrangements with other companies that place cookies. However, we do not have full control of what they do with the cookies. You are therefore advised to also read their privacy statements.

Google Analytics

We use Google Analytics to track how visitors use our services. We have concluded a processing agreement with Google. This contains strict agreements about what they are allowed to keep track of. We have not allowed Google to use the obtained Analytics information for other Google services. We do not let Google anonymise the IP addresses.

Security

Security of personal data is very important to us. We ensure that your details are properly secured with us. We always update the protection and pay close attention to anything that may go wrong.

Changes to this privacy statement

We may change the privacy statement from time to time. You are therefore asked to pay attention to the date above and check regularly for new versions. We will do our best to notify you of any changes.

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Rights

If you have any questions or should like to know what personal information we have about you, please contact us. See the contact details below.

You have the following rights:

- obtain an explanation of what personal information we have and what we do with it
- access to the specific personal data we have of you
- having errors rectified
- the removal of outdated personal data
- withdrawal of consent
- limit a particular processing
- object to a particular use

Make sure that you always clearly state who you are, so we can make sure that we are not changing or deleting the data of the wrong person.

We will basically comply with your request within 30 days. However, this period may be extended for reasons relating to the specific rights of data subjects or the complexity of the request. If we extend this period, we will inform you in good time.

Filing a complaint

If you wish to submit a complaint about the use of your personal data, please send an e-mail to info@legionelladossier.nl. We deal with every complaint internally and then communicate this with you.

If you feel that we are not helping you in the desired way, you have the right to file a complaint with the supervisor, called the Personal Data Authority.

Contact details

LegionellaDossier

Kaap de Goede Hooplaan 7

3526 AR Utrecht

E-mail address:

contact@legionelladossier.nl

telephone number: 085 902 4600

Chamber of Commerce no.: 57957851