

# Privacy Statement (Elements)-ENG

This page explains how we collect data when you visit our website, why we need this data, and how we handle your data. This way, you know exactly how we work.

## ***Communication***

We collect information about you when you contact us or complete a form. We also collect information when you voluntarily provide us with personal details relevant for that specific situation. This allows us to process your questions and answer your requests. We store the data on our or own or third party secured servers.

## ***Saving data***

This website contains (contact) forms which send us personal data. We save this data on our own or third party secured servers. We use this data to process your request and to get in touch with you or provide a demo.

## ***Cookies***

Website usage information is collected using Google Analytics cookies.

## ***Privacy law and Google Analytics***

Google Analytics provides us with data about website visitors, viewed pages, referrals and other information that allow us to continuously improve this website. All data is anonymous and cannot be tracked back to a person or user. We do not use behavioural targeting which provides content based on behaviour on this website; your activities on this website are completely anonymous. Data from contact forms are never processed or stored in Google Analytics.

Google Analytics uses a cookie, this is a small file that is being stored on your computer. Our Google Analytics has been setup based on the privacy law, so we don't have to retrieve permission from users.

## ***Personal data we process***

When using our website (e.g. browsing or filling in a contact form), we collect the following personal data:

- First and last name
- Phone number
- E-mail address

- Location data
- Data about your website visit
- Browser type and device

### ***Why we need data***

Icologiq B.V. uses your personal data for the following purposes:

- Sending Icologiq newsletters, if you have signed up to receive our newsletter;
- Informing you about changes in our services and products;
- Track website visits in order to improve our website and match our products and services to our visitors' preferences.

### ***Special personal data we process***

Our website and services don't have the intention to collect data from visitors under the age of 16 unless given permission from their parents or guardian. However, we are unable to check if a visitor is at least 16 years old. We recommend parents and guardians to stay involved with their childrens' online activities, in order to prevent data collection without parental permission. If you believe we have collected personal data from a minor, contact us via [info@icologiq.com](mailto:info@icologiq.com). We will then remove the data.

### ***Prospect tool***

To support our sales activities, we use a so-called prospect tool. Using data from our Google Analytics account, this tool allows us to gain insights into the amount of interest for our products. We only use anonymous data from Google Analytics. In other words, this data cannot be tracked back to a person or user.

### ***Opt-out***

In case you would like to completely block Google Analytics, you have the option to download an opt-out-plugin via the following link: <https://tools.google.com/dlpage/gaoptout>. Installing this plugin will prevent any website using Google Analytics from tracking your activity on that particular website.

### ***How long we store your data***

Icologiq B.V. will not store your personal data longer than is strictly necessary to fulfill the purposes for which your data is collected. We follow the legal storage terms.

### ***Share with others***

Icologiq BV will not share your data with third parties, unless this is necessary to fulfill legal obligations, or to execute our agreement with you.

### ***View, alter or remove data***

You have the right to view, alter or remove your personal data. In order to do so, send your request to [info@icologiq.com](mailto:info@icologiq.com). To secure your identity, we would like to ask you to include a copy of your ID in the request. Please make sure you block your citizen service numer (BSN) in order to protect your privacy. Icoloq B.V. will respond to your request as soon as possible, within two weeks at the latest.

### ***Security***

Icologiq B.V. takes the protection of your data very serious and has implemented fitting procedures to prevent abuse, loss, unauthorized access or publishing and unwanted alterations. If you believe your data is not properly secured or if you have proof of abuse, please contact us directly via [info@icologiq.com](mailto:info@icologiq.com).