# PRIVACY STATEMENT

We, LOOC B.V., respect the privacy of visitors on our website. We therefore comply with the applicable privacy legislation. This means that your data is safe with us and we always use it with care. Your personal data will not be sold to third parties.

Below you can read how we handle your personal data.

## Responsibilities

LOOC B.V., located at Lange Dreef 8, 4131 NH in Vianen, is responsible for the processing of personal data as described in this privacy statement.

Website: https://LOOC.com
Address: Lange Dreef 8, 4131 NH, Vianen
Phone number: +31 (0)347 443 111
Email: info@LOOC.com

## Personal data that we process

LOOC B.V. processes your personal data because you use our services and/or because you provide these data to us yourself. Below you will find an overview of the personal data that we process:

- First and last name
- Address details
- Your email address
- Telephone number
- Company, sector and job title
- Other personal data that you actively provide in correspondence and by telephone

## Special and/or sensitive personal data that we process

Our website and/or service does not intend to collect data about website visitors who are younger than 16 years old. Unless they have permission from their parents or guardian. However, we cannot verify whether a visitor is over 16. We therefore recommend that parents be involved in their children's online activities in order to prevent the collection of data about children without parental consent. If you believe that we have collected personal information about a minor without such consent, please contact us at info@LOOC.com and we will delete this information.

## For what purpose and on which basis do we process personal data?

LOOC processes your personal data for the following purposes:

- Sending you our newsletter, articles, product information and/or offers
- Calling or emailing you if this is necessary for us to be able to provide our services
- Inform you about changes in our services and products
- If the cookies are accepted, LOOC will analyze your behavior on the website in order to improve the website and match the range of products and services to your preferences.

## Automated decision making

LOOC does NOT use automated decision making on matters that can (significantly) affect individuals. These are decisions made by computer programs or systems, without a human being (for example an employee of LOOC B.V.) being involved.

## How long we keep personal data

LOOC does not keep your personal data longer than necessary to accomplish the purposes for which your data is collected. We apply the following retention periods:

### Contact form
The contact form collects the following personal data:
- First and last name
- Your email address
- Company name and Sector
- Subject heading and Message

The above mentioned information is needed to contact you and to elaborate on the subject. Your personal data will only be used for this purpose and then deleted within the legal deadline.

If you have checked the box to receive news and articles from us, your data will be stored in the e-mailing list (see below).

### E-mailinglijst
Customers and interested parties can subscribe to receive our newsletter, articles and information about our services by email. By subscribing, you agree that we will store your first and last name, company name (if provided) and email address. This mailing can be cancelled at any time by using the unsubscribe link in the mailing. Your personal data will then be removed from the mailing list.

### Downloading documents
When downloading our white papers/documents, we ask for the following personal data:
- First and last name
- Email address
- Company name and Sector

This personal data is used to send the documents by email, and to personalize the email. If opt-in is checked that you want to receive news and articles from us, your data will be stored in the emailing list (see above). If you do not opt-in, your data will only be used for sending the requested documents and will be deleted afterwards.

## Other

For any other events where we receive personal data, we will comply with the legal provisions.

## Sharing personal data with third parties

LOOC B.V. DOES NOT SELL your data to third parties and will only do so if this is necessary for the execution of our agreement with you or to comply with a legal obligation. We will conclude a processing agreement with companies which process your details on our behalf in order to ensure the same level of security and confidentiality of your details. LOOC remains responsible for these processes.

## Cookies, or similar techniques, that we use

LOOC uses functional, analytical and tracking cookies. A cookie is a small text file that is stored in the browser of your computer, tablet or smartphone when you first visit this website. LOOC uses cookies with a purely technical functionality. These cookies are also used to make the website work properly and to optimize it. For example, we measure which content is viewed most or least often. In addition, we place tracking cookies that track your surfing behavior so that we can offer you customized content and product information. When you first visited our website, we informed you about these cookies and asked your permission to place them. You can unsubscribe from cookies by configuring your internet browser in such a way that it does not store cookies anymore. In addition, you can delete all information previously stored through your browser settings. For an explanation see: https://veiliginternetten.nl/themes/situatie/cookies-wat-zijn-het-en-wat-doe-ik-ermee/

### Functional cookies
These cookies ensure that the website works properly and to be able to optimize it. These cookies are also used to receive information that you enter on, for example, the contact form or when registering for the newsletter.

### Analytical cookies
We use Google Analytics and a marketing automation tool to gain insight into the visits to our website based on information about visitor numbers, popular pages and topics. This enables us to better tune communication and information provision to the needs of visitors to our website.

### Tracking cookies
- Retargeting cookies are used to follow website visitors when they visit different websites.
- Marketing automation tools allow us to tag our campaigns. This enables us to track click behavior on certain links and optimize our campaigns accordingly.

## Reviewing, modifying or deleting data

You have the right to see, correct or remove your personal data. In addition, you have the right to withdraw your permission for data processing or to object to the processing of your personal data by LOOC B.V. and you have the right to data portability. This means that you can submit a request to us to send the personal data we have on you in a computer file to you or another organization named by you. You can send a request for inspection, correction, deletion, data modification or request to withdraw your permission or objection to the processing of your personal data to info@LOOC.com. To make sure that the request for inspection was made by you, we ask you to send a copy of your identity document with the request. Make in this copy your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the

passport), passport number and Citizen Service Number (BSN) black. This is to protect your privacy. We will respond to your request as quickly as possible, but within four weeks. LOOC B.V. would also like to point out that you have the option of submitting a complaint to the national supervisory authority, the Autoriteit Persoonsgegevens. You can do so via the following link: https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons

## How we protect personal data

LOOC B.V. takes the protection of your data seriously and takes appropriate measures to prevent abuse, loss, unauthorized access, unwanted disclosure and unauthorized changes. If you feel that your data is not properly secured or there are indications of abuse, please contact us at info@LOOC.com.

## Disclaimer

The following applies to our website. By using the website you agree with this disclaimer. The information, images and documents on the website are compiled and updated with care. Nevertheless, LOOC B.V. cannot always guarantee the correctness and completeness of it and no rights whatsoever can be derived from it. The user is himself responsible for the use of all information which is given on our website. Under no circumstances can LOOC B.V. be held liable for any damage suffered directly or indirectly as a result of using our website or as a result of using the information on our website.
We carefully select the external links of our website. But we are not responsible nor liable for pages of external parties that are referred to. Those websites may have different terms for the processing of your personal data.

## Intellectual property rights

All brands, images, texts, comments, illustrations, video images, sounds, or in other words all components used on this site are protected by law through intellectual property rights. Any reproduction, repetition, use or adaptation, in any way whatsoever, of the whole or only part of it, including the technical applications, without the prior written consent of the person responsible, is strictly prohibited. Failure by LOOC B.V. to take immediate action against any infringement shall not be construed as tacit consent or waiver of legal process.
Content of LOOC B.V. may only be shared with an acknowledgement of the source and an active link to the website.

## Adjustment of Privacy Statement

The current version of the privacy statement available on the website is the only version that applies as long as you visit the website, until a new version replaces the current version.

## Contact

For questions, product information or information about the website itself, please contact: LOOC B.V., info@LOOC.com

JUNE 2021