

## **Protecting your privacy**

Gaudi respects your privacy and makes sure that the personal information it receives is treated confidentially, in accordance with the General Data Protection Regulation (GDPR). This statement explains what data we process, for what purpose we do that, how and for how long we store them, and how you, as a customer, can influence this processing.

This Privacy policy applies to Gaudi's services available on: [www.gaudi.com](http://www.gaudi.com), [www.gaudi.nl](http://www.gaudi.nl), [support.gaudi.com](http://support.gaudi.com), [cms.gaudi.com](http://cms.gaudi.com), customers, and personal data provided to Gaudi.

The party responsible for processing customers' personal data is **Gaudi BV, with offices at Westbaan 281-282, Moordrecht, Netherlands, phone number:0031 182-616 634, email address: info@gaudi.com.**

## **What data do we collect?**

When you visit this website, Gaudi automatically collects data that are transmitted to Gaudi by your computer, mobile device or other device you use to visit the website. The collected data include, but are not limited to:-

- The appliance's or mobile device's unique identifier, the type of appliance or mobile device, information about your geographic location, information about your computer and connection, statistics about page views, traffic to and from Gaudi, referring URL and IP address;
- Information that Gaudi collects from cookies.
- Data provided within the framework of correspondence through the website or correspondence that Gaudi receives.
- Gaudi collects all data that you submit to the website or provide to Gaudi.

The following personal data are processed when you use Gaudi's services:

- Account name, email address, first and last name, company name, IP address and phone number. Gaudi's employees do not have access to the password.

## **Purposes of data processing**

Your data are used for various purposes. These are explained below. For this processing, Gaudi uses the data you provide, but also collects data from the aforementioned websites, emails and our software.

### *A Performance of an agreement*

First and foremost, Gaudi processes data to be able to provide our services. To handle applications, create an account in our system, draw up and send invoices, answer questions, and respond to malfunction notifications. Without this processing, we would not be able to provide services.

### *B Information*

Gaуди processes data to be able to inform customers about the software by email, regular mail and telephone. We will only do so if you consent to this. Please feel free to let us know whether and how you wish to be informed. We use an external programme to inform you and, for this reason, we need to save our mailing lists to their database.

### *C Marketing purposes*

Aside from personal data about the performance of an agreement, we collect data for marketing purposes.

Other data we may collect include your name and your email address. These are not collected in secret; we will ask your explicit permission for this. When, for example, you submit a contact form applying for a demo account, your name and email address are required for us to be able to send you a reply. The IP address is verified to be sure that you are not a spambot.

### **With whom do we share your personal data?**

#### *Storage*

Our software uses different Microsoft data centres in Europe. We also store log files in our database for up to one year. We do this to safeguard the quality and provide you with the best possible service.

#### *Third parties*

Gaуди uses the services of other companies. We only do that after screening their security and privacy measures.

Gaуди does not share personal data with third parties, unless:

- we are required to disclose such data under a court order;
- this is necessary for the proper performance of the agreement and/or the delivery of the order.
- customer has given their permission

Gaуди will never sell your data to third parties. Gaуди will only do that after obtaining your explicit consent. You can always withdraw this consent, without stating reasons.

We share information about the use of our sites with our partners for social media, advertisement and analysis. These partners may combine data with other information that you provided them with or that they collected based on your use of their services. Naturally, we made a processing agreement with these parties.

To be able to send news letters, we use an external programme and, for this reason, we need to save our mailing lists to their database. At the bottom of each news letter, you will be given the opportunity to opt out.

#### *Internal use of data*

In addition to the above, the information can sometimes be shared internally, in most cases to provide services. To provide you with the best possible services, our teams need to have access to a database containing information. Our employees are required to respect the confidentiality of your data.

## **Your permission**

We can store your data at different moments, when you use our services, visit our website or contact us. Before we archive your data, we will always ask your permission to do so and tell you for what purpose we intend to use your data. If we intend to use your data for different purposes, we will ask your permission for each of them separately. We also need your data to be able to perform the agreement between you and us.

If you choose not to share your data, we will be unable to provide services to you.

We will not process your data without your permission, unless we are legally required to do so.

## **Security of personal data**

Gaуди implemented appropriate technical and organisational security measures to prevent the loss of data or their unlawful processing, such as attacks. Such measures, including the encryption of stored data and a multi-factor authentication access code, ensure an appropriate security level for the data we process.

## **Third party websites**

This Privacy and Cookie Statement does not apply to third party websites that are connected to our websites through links. Gaуди does not guarantee that such third parties handle your personal data confidentially and safely. Gaуди recommends you to read the privacy statements of such websites before using these websites.

## **Cookies**

We use cookies to optimise the performance of our website and to tailor the content of advertisements to your preferences.

A cookie is a small file sent from our website, that your browser stores on the device you use to visit our website. The information stored in the cookie is sent back to our website when you visit the website again.

As a visitor, you can determine how cookies are to be treated. You can adjust your browser settings to enable, disable or partially enable the use of cookies. If you partially enable cookies, you can indicate which websites are allowed to place cookies. Cookies from all other websites will then be disabled. Most internet browsers offer this feature. You can always delete cookies from your computer. Please refer to your browser's help function to find out how to do that. Gaуди uses cookies to optimise the performance of certain pages of its website.

Gaуди also uses Analytics cookies, which do not process the browse behaviour of individual visitors, but that of great numbers of visitors, and process them, anonymously, to create diagrams and patterns that help Gaуди to improve and optimise its website.

Finally, we use cookies for advertising purposes. The resulting profile is not linked to your name, address, email address, etc. but is only used to tailor advertisements to your profile to make them more relevant to you.

Our website contains links to external websites. By clicking a link, you access a website outside Gaуди. Such external websites may use cookies. For more information about this, please read the cookie and privacy statement of the website in question.

**Inspection, correction and the right of objection** You have the right to request the inspection, correction or removal of your personal data. To prevent fraud, Gauddi may ask you to identify yourself when you make such a request. If you request access to your personal data linked to a cookie, you need to attach a copy of the cookie in question to your request. You can find the cookie in your browser settings.

We do not keep personal data any longer than necessary for their purpose.

#### **Complaints and the Data Protection Authority**

Do you believe we are misusing your personal or other data? Then please let us know so we can change our data processing procedures if necessary. Additionally, we are legally required to inform you of your right to file a complaint with the Data Protection Authority.

#### **Changes in the Privacy and Cookie Policy**

The privacy statement reflects the present situation and may be changed if necessary because of new developments. For this reason, we recommend you to check this privacy statement regularly. The most recent version of the privacy statement is published on: [gauddi.com/privacy-cookie-policy](https://gauddi.com/privacy-cookie-policy)

#### **Any Questions?**

In case you have any questions about this Privacy and Cookie Policy, please contact:

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Email: [m.versteeg@gauddi.com](mailto:m.versteeg@gauddi.com)

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