



Privacy- and cookie statement AppCourt

Welcome to this privacy and cookie statement of Queenmaker B.V., also trading under the name AppCourt (hereinafter referred to as **AppCourt, we, us** and **our**). We respect your privacy and are committed to keeping your personal data well protected.

In this privacy and cookie statement, we inform you about the personal data that we process as a controller as stipulated in the General Data Protection Regulation (the **GDPR**).

It is important that you read this privacy and cookie statement carefully. As we may amend this privacy and cookie statement from time to time, we encourage you to review this privacy and cookie statement periodically to stay informed of any changes.

In the event that we intend to use your personal data for another type of processing than described in this privacy and cookie statement, we will of course inform you beforehand.

PRIVACY

1. Who are we?

We are the limited liability company under Dutch law Queenmaker B.V., also trading under the name AppCourt, established at Regentesselaan 24 D, 3818 HJ Amersfoort, the Netherlands. You can also reach us by email at info@appcourt.com or by telephone at: +31 (0)85 - 04 100 10.

2. What do the GDPR terms mean?

The GDPR contains numerous definitions, the most important of which we will set out for you below:

- personal data: any information that allows a natural person (the data subject), including you, to be identified or identifiable. This includes, for example, names, addresses, telephone numbers, financial data and IP addresses.
- processing: all actions with respect to personal data such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, erasure or destruction of personal data.
- controller: a natural or legal person, such as us, who, alone or jointly with others, determines the purpose of and the means for the processing of personal data.
- processor: a natural or legal person, who processes personal data on behalf of the controller, such as us.

3. What personal data do we process?

The personal data about you that we may process includes:

- your first and last name, title, gender, nationality, the company you work for or your position;
- contact details such as a postal address, (mobile) telephone number or email address;
- company and financial information, such as your bank account number, Chamber of Commerce number and VAT number;

- o technical data, such as your IP address, data about the device you use to visit our website and the pages you view;
- o personal data you give us when you apply for a job with us, such as education and career data; and
- o any other personal data that we obtain from or about you or that we may obtain ourselves and that we use for the purposes listed below.

4. How do we obtain your personal data?

We obtain your personal data in several ways, but most particularly from you. This is the case, for example, if you give us an order for services yourself or on behalf of your company, visit our website, fill in a (contact) form on our website, send us an email, apply for a job with us or give your business card to one of our employees.

We also collect personal data by consulting registers (for example, the Commercial Register of the Chamber of Commerce), websites and other public sources.

5. For what purposes do we process your personal data?

We need your personal data in order to provide our services to you or work with you in the best possible way. In this respect, we process your personal data for the following purposes:

- o Services

We process the personal data that are necessary for the preparation, performance and completion (including invoicing) of the services performed for you or your company.

- o Marketing and acquisition purposes

In order to maintain and expand our circle of (potential) customers, partners and suppliers, we may contact you with information that we think may be of interest to you or your company, including news, offers or invitations to (online) events.

- o Use and improvement of our websites

On our website, you can express your interest in our services through a contact form. In order to monitor and where necessary improve the use and usability of the various parts of our website, we collect and analyse the surfing behaviour of visitors to our website.

- o Job applications

If you apply for a job with us, we obviously need to have your personal data in order to process your application. We will retain the personal data you share with us via email and in (telephone or video) conversations for up to four weeks after the end of the selection procedure, unless you give us permission to retain the data longer for the purpose of a possible proposition in the future.

6. On what grounds do we process personal data?

Under the GDPR, we may only process your personal data if there is a basis for doing so. Our processing operations take place on the basis of one of the following principles from the GDPR:

- For the performance of a contract;
- Because of a statutory duty;
- With your consent;
- Because of a legitimate interest, whereby we have carefully weighed our interest against your interest in protecting your data.

To the extent that the processing takes place with your consent, you have the right to withdraw this consent at any time. However, the withdrawal of your consent does not affect the processing of your personal data based on this consent before its withdrawal.

7. With whom do we share personal data?

In some cases, we may need to share your personal data with third parties. This may be the case, for example:

- when we need to share certain data with cooperation partners in order to provide our services; and
- when we engage external suppliers for processing operations as described in this privacy and cookie statement, such as our IT suppliers, consultants or accountants.

With respect to these third parties to whom we provide your personal data, two situations may arise:

- the third party itself is also a controller and is therefore itself responsible for the processing of that data. If necessary, we make agreements with these parties regarding the confidentiality of personal data.
- the third party is a processor of AppCourt, in which case we conclude a data processing agreement with that third party that complies with the conditions set by the GDPR. In the event these processors process personal data outside the European Economic Area in a country without an adequate level of protection, our data processing agreement with this third party will include appropriate safeguards that must be put in place to provide a sufficiently high level of protection. Often, these safeguards will entail that we will agree with the processor on the so-called standard clauses established by the European Commission.

Furthermore, by means of Google Analytics, we collect the surfing behaviour of our website visitors in order to monitor and improve the content and use of our website. However, we do this in a privacy-friendly way: we have a data processing agreement in place with Google, your IP address is anonymised and we do not share your personal data with Google.

8. How long will my personal data be retained?

We do not keep your personal data longer than necessary for the purpose for which we have collected and recorded it.



If there is a statutory duty to retain the data, we will comply with those time limits. For example, on the basis of tax legislation, we must keep invoice, payment and order data for a period of seven years. For possible claims, we may need to keep certain personal data even longer.

9. How is your personal data secured?

We have taken appropriate technical and organisational measures to prevent unauthorised access, unwanted disclosure, misuse or loss of your personal data.

If you have any questions about the security of your personal data at AppCourt, please contact us at info@appcourt.com.

10. What rights do you have as a data subject?

As a data subject, you may access the personal data we process about you.

In addition, you have the right to have your personal data changed or even deleted if the personal data is not or no longer accurate, or if the processing is not or no longer justified.

You may also, under certain circumstances, restrict the processing, request us to transfer your data, or object to the processing. We will assess whether we can accommodate your request under the law (including the GDPR and the Dutch Implementation Act for the General Data Protection Regulation).

We may not be able to accommodate your request, for example, because the processing of certain personal data is required in order to comply with our statutory or contractual obligations. We will, of course, inform you with reasons if we do not or cannot accommodate a particular request.

Furthermore, you have the right to file a complaint with the Dutch supervisory authority. This is the Dutch Data Protection Authority called the *Autoriteit persoonsgegevens* (www.autoriteitpersoonsgegevens.nl).

COOKIES

11. What are cookies?

Cookies are small (text) files sent when you visit our website and stored by your computer or mobile device. In addition to the cookies that AppCourt sends, third parties can also place cookies on your equipment through our website.

12. What cookies are used on this website?

We use different types of cookies. These types of cookies are explained below:

Functional cookies

Functional cookies ensure that our website functions properly and enhance usability. These include cookies that detect that you are visiting the website from a mobile device and adjust the format accordingly and cookies that store your data so that you do not need to enter it again each time.

Analytical cookies

In order to further improve our website and adjust it where necessary, we use analytical cookies. These analytical cookies allow us, for example, to gain insight into how, when and with what device you use our website. For this purpose, we use Google Analytics. In this respect, Google places the following cookies:

Name of cookie	Retention period	Purpose of cookie
_ga	24 months	This cookie records a unique ID that is used to generate statistical data about visits to the website.
_gat	1 day	This cookie is used by Google Analytics to slow down the request rate.
_gid	1 day	This cookie records an ID that is used to generate statistical data of visitors using the website.

As indicated in the privacy section of this privacy and cookie statement, we use a privacy-friendly variant of Google Analytics. For example, your IP address is anonymised and "data sharing" with Google is turned off. Google's privacy policy can be found under this [link](#).

13. Can I disable and delete the cookies?

Most browsers are set to accept cookies. However, you can reset your browser to disable the placement of cookies or to indicate when a cookie is being placed.

You can also delete the cookies through your browser settings. The previously given consent will thereby be revoked.

If you disable the placement of cookies completely or delete the cookies, the website may not work optimally.

14. How can you reach us?

If you would like to know more or have any questions or complaints about AppCourt's processing of your personal data, please contact us:

Queenmaker B.V. | AppCourt
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 3818 HJ Amersfoort
 The Netherlands
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This privacy and cookie statement was last amended on 7 June 2021.