

Data Security and Privacy Statement

This privacy policy sets out how your personal information will be used and protected according to GDPR legislation. It describes how personal data in general as well personal data that is provided through this website or in connection with the SecureDAM product will be handled.

1. General Handling of Personal Data

We are committed to ensuring that your privacy is protected according to applicable GDPR legislation. If you provide information by which you can be identified (as a customer, as a supplier or in any other role), then you can be assured that it will always be handled in accordance with this privacy statement and the principles of the GDPR legislation.

We process your data as permitted for the following legal purposes:

- To fulfill a supplier or customer agreement that we entered into with as a client, vendor or partner;
- To provide the (information) services that you request through any channel, including but not limited to our websites (see specific website clauses further below).
- To meet legal the legal demands of a government agency where such demands apply to your data.

Grounds for processing of personal data:

Data will be processed if this is necessary for:

- performance of a contract;
- compliance with a legal obligation.

If because of an absence of the above grounds, explicit consent of you is needed, unless processing will be necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, this explicit consent will be obtained from you (e.g. written consent or through a cookie acceptance request) before any processing takes place.

In practice this means that:

- We will never process any data for any other purpose than the purpose that has been stated, unless that other purpose is a legally acceptable continuation of the original purpose;
- We will never collect and/or process more data than is strictly necessary in order to fulfill an agreement or on other grounds that are deemed acceptable and applicable by GDPR legislation;
- We will always adequately protect your data according to the latest standards and using state-of-the-art technology;
- We will take all organizational and logical measures that are required to protect your data;
- We will not hold your data longer than is required to fulfill an agreement with you, to provide you with the services or information you request or on other grounds that are deemed acceptable and applicable by GDPR legislation;
- Your personal data will be destroyed within 7 days when your agreement with us is terminated, when you indicate that the service or information you requested is no longer required by you or – in the case of data collected through cookies – when you reject the

use of cookies during your site visits, unless national legislation requires us to keep your data for a longer period;

- All of our employees and contractors have signed a confidentiality agreement which prohibits the disclosure of any confidential information (including personal data) and which imposes sanctions in case of violations;
- We will never accept personal data from third parties and/or provide information to third parties, unless this party is a government agency that has the legal right to demand these data or unless you have given your consent for such a data transfer;
- We will inform the data subject in advance if personal data need to be provided to a government agency which has the legal right to demand such a transfer;
- We will never store your data outside the European Economic Area.

Note that you may contact us at any time by sending a request to gdpr@securedam.eu – in order to exercise your rights as a data subject under GDPR legislation, i.e.:

- the right of access and/or information;
- the right to rectification;
- the right to erasure (the “right to be forgotten”);
- the right to restriction of processing;
- the right to data portability;
- the right to object.

For more information about your legal rights, please go to https://ec.europa.eu/info/law/law-topic/data-protection_en

We will respond to all enquiries within 7 days.

We may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from May 25th 2018.

2. Additional Terms Regarding the Handling of Personal Data Provided through SecureDAM Websites

Apart from the general data protection measures mentioned above, the following procedures are applied to the way we collect data through SecureDAM websites (securedam.eu and securedam.store).

What we collect

The ways in which we collect data may include but are not limited to:

- The processing of data that you enter in a contact form or through another tool that is available on any SecureDAM website;
- Through cookies or other web technologies.

What we do with the information we gather

We require this information to: :

- provide you with the information or service you're requesting through a contact form or through other tools on a SecureDAM website;
- periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided, unless you indicate you no longer desire such information;
- contact you from time to time for market research purposes, unless you indicate you no longer wish us to do so;
- customise a SecureDAM website according to your interests, unless you reject the use of cookies.

Links to other websites

Our campaigns may contain links to websites of interest. However, once you have used these links, you should note that we do not have any control over any websites that are not owned by us. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- Whenever you are asked to fill in a form, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes.
- If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time and [contact us](#) to have the change implemented.

Use of cookies

When you use this website, we may collect information about your computer, such as your IP address and/or browser, which we will use for administration purposes and statistical analysis. This information will not usually identify you personally.

We may also obtain information about your online movements and use of the internet. We do this by placing a 'cookie', which is a small file, on your computer's hard disk. Cookies are used for several reasons:

- to recognise you whenever you visit this website
- to speed up access to this website (so you do not have to log on each time)
- to store your personal preferences
- to better target our marketing and advertising campaigns

The following cookies are used on this website:

- Google Analytics Cookies: We use Google Analytics cookies to track your behaviour on this site. The data sent to Google Analytics can be managed by us via the Google Analytics management console.
- Server Session Cookies: Our application server will plant an anonymous cookie on your machine to keep track of your PHP session.
- Cookie Consent: We plant an anonymous cookie on your machine to store the fact that you have agreed to the use of cookies via the cookie popup on this site.
- Cloudflare: the Cloudflare CDN will plant an anonymous cookie to help manage your session whilst using this site.
- Jpanel Sliders: our menu system will plant anonymous cookies on this site to help remember where you were in our menu system.

The vast majority of web browsers accept cookies. However, you can change your browser settings so that cookies are not accepted. Moreover you will be asked if you accept cookies when you open a SecureDAM website. If you reject cookies, you may lose some of the functionality of this website.

For further information about cookies and how to disable them please go to: aboutcookies.org