



# ASSUSOFT PRIVACY POLICY

LAST REVIEWED 9 DECEMBER 2024

## 1. SCOPE

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This privacy statement applies to all applications and Websites under the control of Assusoft. For the purpose of this notice Assusoft refers to Assusoft N.V., Nijverheidstraat 24, 2570 Duffel, Belgium.

### 1.1 DATA CONTROLLER

Assusoft is a data controller for Assusoft applications and online services, and is responsible for the collection, use, sharing, retention, and protection of your personal information, in accordance with our privacy standards and applicable laws.

### 1.2 OUT OF SCOPE

This Privacy Policy does not apply to any personal information that we process on behalf of your employer as part of the contract between Assusoft and your employer. Your employer remains the data controller for these activities, and will provide the privacy statement that applies to these activities. Assusoft has concluded a separate Data Processing Agreement with your employer. This agreement guarantees that we will process your personal information securely and in accordance with applicable laws. For questions about the personal information provided to us by your employer and your corresponding rights, please contact your employer's HR department.

## 2. DATA THAT IS COLLECTED

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### 2.1 DATA PROVIDED TO ASSUSOFT

- Identification data to access our applications and/or websites such as your name, email address, preferred language, telephone number, password.
- Identification data to contact you such as name, email address, telephone number, work address.
- Information that we use to secure communication, such as password, IP address, cell phone number or other authentication credentials.

### 2.2 AUTOMATICALLY COLLECTED DATA

- Data generated by visiting web pages, sending an email to Assusoft, or using our application
- Cookies, session cookies where technically necessary for the functionality of the Assusoft application. Assusoft does not make use of tracking cookies.

## 3. HOW IS THIS DATA USED

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Data is used exclusively for the specific purpose you or your employer has provided your data. This includes creating a user account, to contact you, to inform you about changes in services or other relevant information concerning your relation to Assusoft. Data like username and password are used to give you access to the Assusoft application and/or websites.



## 4. DATA SUBJECT REQUESTS

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Assusoft acknowledges your right to be informed about your data stored by Assusoft and the right to make changes. Simply send a request via e-mail to the address below to get a full overview of your data.

In case the information was provided to us by your employer, please contact your employer first, as they are the data owner.

## 5. DATA RETENTION

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For information provided to us by your employer, we follow the retention period agreed upon via DPA. Data provided to us via the website (e.g. the contact form) may be stored up to 10 years, depending on the information. Job applications are stored up to 1 year.

Assusoft will in any case store your data in a regulatory compliant manner, i.e. for as long as it is operationally or contractually necessary. When your data is no longer relevant, we will remove or depersonalize it.

## 6. SHARING OF DATA

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Data can be shared to sub-processors to process the data for the specific purpose you have provided it for. Data will not be shared to a third-party, unless Assusoft has your confirmation, or is functionally or legally obliged to do so.

## 7. PROTECTION OF DATA

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We have a dedicated team of specialists to ensure your data is kept safe. All data is stored using state-of-the-art technologies and encryption.

## 8. CHANGES TO THIS PRIVACY POLICY

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Assusoft reserves the right to update this Privacy Policy from time to time. If we make changes, we will post the revised document on our websites and update the “Last Reviewed” date at the top of this policy.

## 9. CONTACT INFORMATION

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To contact our Data Protection Officer:

**Assusoft N.V.**  
Nijverheidsstraat 24  
2570 Duffel  
Belgium

Tel: +32 15 690414

Email: [data-protection@assusoft.be](mailto:data-protection@assusoft.be)