

ASSUSOFT PRIVACY POLICY

LAST CHANGED 23 MARCH 2022

1. SCOPE

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 the data controller for the Assusoft marked 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 your 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 therefore your employer will provide you with a 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 on the personal information that your employer provides to us as part of the Assusoft services that we deliver or your privacy rights as an employee, please contact your employer's HR department.

2. DATA THAT IS COLLECTED

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 AUTOMATIC COLLECTED DATA

- Data generated by visiting web pages, send an email to Assusoft, or using our application
- Cookies, Session cookies where needed for the functioning of our application. Tracking cookies, might be used on our anonymous Websites.

3. HOW IS THIS DATA USED

For the specific purpose you provide the data to Assusoft. 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

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.

5. DATA RETENTION

Assusoft will store your data for as long as it is operationally, legally, commercially or otherwise relevant, e.g. regulatory compliance.

When your data is no longer relevant, we will remove or depersonalize your data.

6. SHARING OF DATA

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

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.

Where available, we enforce the use of strong passwords and multi factor authentication.

8. CHANGES TO THIS PRIVACY POLICY

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 Updated” date at the top of this policy.

9. CONTACT INFORMATION

To contact our Data Protection Officer:

Assusoft N.V.
Nijverheidsstraat 24
2570 Duffel
Belgium

Tel: +32 15 690414

Email: data-protection@assusoft.be