

Workstreampeople Privacy Policy

Workstreampeople B.V. respects your privacy and is committed to protecting the personal information that you share with us. By sharing this information with Workstreampeople, and by continuing to use our websites, apps, products or services, you confirm that you have read, understood and agree to the terms of this privacy policy.

This policy is in effect from May 25th, 2018.

What information do we collect?

Workstreampeople is not interested in collecting every personal detail about you. Our main reason for collecting your personal information is to provide and improve the service, products and experiences that our customers expect from us.

We collect personal information in different ways. Through interactions you may share with us: your name, address, e-mail address, contact number and payment information. In some circumstances, Workstreampeople will need that information to be able to provide you with a product or service that you have asked for; for example, we need your IP address to provide a service. Workstreampeople may use the personal information from your online interactions, by itself and in combination with other personal information that we collect about you to identify any part of our websites or (if appropriate) apps that aren't working as well as they should be – so that we can fix things and make the online experience better for you and other users.

When do we collect your information?

As a visitor you browse this website anonymously. Workstreampeople logs your IP address (the Internet address of your computer) to get an idea of which part of the website you visit and how long you spend there. But your IP address is not linked to any personal information. Like many other commercial websites, the Workstreampeople websites may use a standard technology called a "cookie" to collect information about how you use the site.

Workstreampeople may collect personal information when you visit our blog, websites, register for a whitepaper, case study, webcast, eNewsletter or download, when you use certain Workstreampeople products or services, when you register to attend a seminar or participate in an online survey, when you visit our stand/booth at an event, when you ask to be included in an email or other mailing list, or you submit an entry for promotions, or when you submit your personal information to Workstreampeople for any other reason.

What we do with the information we collect

Data protection and privacy laws in some countries require us to have a "legal basis" or "lawful ground" for handling personal information. Broadly, that means having a legal justification for handling your personal information. For the most part, we need to handle your personal information to be able to provide the products or services that you have asked for; and for our products, websites and (if appropriate) apps to be able to work properly and to do all the things that you expect them to.

Sometimes, our use of your personal information is not strictly necessary for Workstreampeople to be able to provide you with our products and services, or for us to work properly. In those circumstances, we have what's called a "legitimate interest" in handling your personal information; our "legitimate interest" may be to detect and prevent cyber incidents with the aim to keep our websites, products and services secure, ensure that our own processes, procedures and systems are performing as efficient as possible.

With this information we can better understand your needs and offer you a better product, service or experience, especially for the following reasons:

- To fulfil your requests for certain products and services.
- To personalize your website experience
- To keep you up-to-date on the latest product and service announcements, software updates, special offers or other information
- Inform you about changes to our products and services

To better understand your needs and provide you with better services, your personal information may also be used by Workstreampeople or our business partners for marketing purposes and where you have informed Workstreampeople it okay to do so. Ultimately Workstreampeople only uses your personal information if it has been collected in accordance with this policy and applicable privacy laws.

Information sharing and the global handling of your personal data

Workstreampeople is a global company and we make sure that access to your personal information by other Workstreampeople companies around the world is limited to those of our staff who need it, and that all staff understand how and why we (should) protect your personal information. Workstreampeople may share your personal information with certain third parties such as distributors who help us to sell our products in certain countries, third parties that help us with mailing services, product services and repairs, processing product purchases, financial services, audit services, administrative services, IT technologies (e.g. data storage), security services and insurances.

Workstreampeople shall only provide access to the personal information they need to perform those services. They are required to keep your personal information confidential and may not use it other than as we ask them to and always in accordance with this privacy policy.

Workstreampeople, and those third parties that we share your personal information with, then host, store and otherwise handle that information in the Netherlands (at our headquarters), in the countries within the European Economic Area (EEA) or, if appropriate, in any country outside of the EEA.

Workstreampeople will make sure that any transfers of your personal information from one country to another comply with those data protection and privacy laws which apply to our business.

When transferring personal information outside the EEA, we will either incorporate standard data protection clauses approved by the European Commission into our contracts with those third parties; or ensure that the country in which your personal information will be handled has been deemed "adequate" by the European Commission. In any case, our transfer, storage and handling of your personal information will continue to be governed by this privacy policy.

Workstreampeople only keeps your personal information for as long as we need to, to be able to use it for the reasons given in this privacy policy, and for as long as we are required to keep it by law.

Workstreampeople never sells your personal information to anyone and only share it as outlined in this privacy policy, when we are required by law to do so or when you ask us to.

Control and choices for your personal information

Where possible, Workstreampeople gives you control over the personal information we collect about you, to ensure it is accurate and reflects your preferences. 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 on the website, 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 by writing to or emailing us at privacy@workstreampeople.com.
- You have the right to access, update and amend certain personal information that we hold about you; you can do that in relation to some of your personal information in your account. If you are a customer and would like to change the way that we contact you, please go to the Support Portal or send an email to support@workstreampeople.com to change your preference. In all other cases please email us at privacy@workstreampeople.com.

In certain circumstances, you can also object to our use of your personal information for certain purposes, ask us to limit or restrict our use of your personal information, ask us to correct, remove or delete personal information about you or ask us to provide your personal information in our CRM database to a third party provider of services. For example you can submit a request to us to send the personal information we have in to you or another organization mentioned by you.

Please note that those rights do not always apply and there are certain exceptions to them. Workstreampeople will also need to confirm identity before acting on certain requests.

If you would like to exercise any of your rights in relation to your personal information, please send your request and proof of identification to privacy@workstreampeople.com. Requests will be processed within four weeks after receiving a properly documented request.

Security

Workstreampeople takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. To prevent unauthorized access or disclosure, we have put in place suitable physical, electronic and managerial procedures to secure and secure the information we collect online. Your (personal) information is stored on controlled servers with restricted access.

If you have the impression that your (personal) information is not secure or that there are indications of abuse, please contact our customer service or email us at privacy@workstreampeople.com

Children

Workstreampeople's websites, apps and products are not directed at children. We do not knowingly collect any personal information from children.

If you are a child, please do not attempt to become a registered user of our websites, apps or products or otherwise provide us with any personal information. If Workstreampeople learns that we have inadvertently obtained personal information from a child, we will delete that information as soon as possible.

If you are aware of a child who has provided their personal information to us, please contact us at privacy@workstreampeople.com.

Automated data collection and decision-making

The technologies we use for automatic data collection may include cookies.

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us to analyse data about web page traffic and improve our website to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Workstreampeople does not take decisions based on automated processing on matters that can have (significant) consequences for people. These are decisions that are taken by computer programs or systems, without involving a natural person.

Links to other websites

Our websites may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. 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.

Changes to this privacy policy

Workstreampeople reserves the right to amend this policy from time to time. If Workstreampeople makes any substantial changes in the way, it uses your personal information Workstreampeople will make that information available by posting a notice on our website.

Contact us

If you have questions, comments or concerns or would like to make a complaint about the personal information Workstreampeople holds about you, please email us at privacy@workstreampeople.com.