

Revision date: 24-8-2017

Our Commitment

Aumatics B.V. Inc. ("Aumatics B.V.") is committed to protecting the privacy and security of our Subscribers' and Users' Personal Information. This Privacy Notice ("Policy") explains Aumatics B.V.'s Personal Information handling policies and procedures. We encourage you to also read Aumatics B.V.'s Terms of Service, as they work in conjunction with, and is a part of this Policy. Our Personal Information handling policies and procedures have been put in place to comply with privacy legislation.

Aumatics B.V. may update this Policy, including the Terms of Service from time to time. As such, Aumatics B.V. encourages you to review these documents periodically. You may determine when this Policy was last updated by referring to the "revision date" found at the top of this web page.

If we make material changes to this policy, we will notify you here, by email, or by means of notice on our home page.

Definitions

Collection - the act of gathering, acquiring, recording or obtaining Personal Information from any source, including Third Parties, by any means.

Consent - a voluntary agreement for the Collection, Use and Disclosure of Personal Information for identified purposes. To ensure meaningful Consent is obtained from the individual (or authorized representative), Aumatics B.V. will provide the individual with reasonable notice ensuring that the individual's consent is provided on an informed basis. Consent can be either Express or Implied.

Express Consent is clear, definite, explicit, direct and unmistakable; it does not require any inference on the part of the organization seeking Consent. Express Consent is given explicitly, either electronically, orally or in writing.

Implied Consent is reasonably inferred from the circumstances and is manifested by signs, actions, inaction, facts or silence which gives rise to a presumption or inference that Consent has been given. Such presumption or inference arises from a course of conduct or relationship between the parties, in which there is mutual acceptance or a lack of objection under the circumstances signifying assent.

Customer - an individual who
(a) uses, or applies to use, the Services of Aumatics B.V.; or
(b) corresponds with Aumatics B.V..

Disclosure - making Personal Information available to a Third Party.

Employee - a person employed by Aumatics B.V..

Personal Information - information about an identifiable individual but not aggregated information that cannot be associated with a specific individual. Such information may include, but is not limited to a Customer's credit card information, work and personal email addresses, home address, home telephone number, personal cell phone number and resume information. Note: Information such as business contact information (except business email addresses) and information available in public directories are not Personal Information.

Third Party - an individual or organization other than the Customer, his agent or Aumatics B.V..

Transfer - unlike disclosure of Personal Information to a Third Party for that Third Party's use, the Transfer of information involves an agency relationship where the Third Party steps into the role of Aumatics B.V. to carry out what would have otherwise been performed by Aumatics B.V..

Use - the treatment, handling and/or management of Personal Information by Aumatics B.V..

Personal Information Handling Practices

Management

Aumatics B.V. defines, documents, communicates and assigns accountability for its privacy policies and procedures. Aumatics B.V. takes responsibility for Personal Information under its custody and/or control and has designated an individual as the Privacy Officer who is accountable for the Aumatics B.V.'s compliance with this Policy. Aumatics B.V. will make readily available to individuals specific information about its policies and procedures relating to the management of Personal Information. If you have any questions relating to the handling process of Personal Information by Aumatics B.V. and/or this Policy, please contact us directly at Laan van Waalhaven 470 2497GR Den Haag Netherlands, +31 (0) 85 489 12 45.

Aumatics B.V. has implemented policies and procedures to give effect to this policy, including training and communicating to Employees about the company's policies and procedures.

Aumatics B.V. Websites may contain links to Third Party sites that are not governed by this Policy. Although we endeavour to only link to sites with high privacy standards, this Policy does not apply once you leave Aumatics B.V.'s Websites. Additionally, we are not responsible for the privacy procedures employed by Third Party Websites. Therefore, it is suggested that you review the privacy policies of Third Party sites to learn how your information may be collected, used and disclosed.

Notice

Aumatics B.V. provides notice about its privacy policies and procedures and identifies the purposes for which Personal Information is Collected, Used, Retained, and Disclosed. Aumatics B.V. will, at or before the time Personal Information is collected, identify the purposes for which the information is collected.

Aumatics B.V. collects Personal Information only for the following purposes:

- To establish and maintain responsible commercial relations with Customers and to provide ongoing Aumatics B.V. Service. For example, when you apply for a subscription to a Aumatics B.V. Service, Aumatics B.V. collects your Personal Information for billing purposes.
- To understand Customer needs and preferences. For example, to maintain a record of the Aumatics B.V. services you have purchased in the past.
- To develop and enhance market services. For example, based on your purchasing patterns, Aumatics B.V. may notify you about services that may be of interest to you.
- To meet legal and regulatory requirements. For example, Aumatics B.V. may collect Personal Information from you to satisfy government regulations, e.g., tax purposes.
- To evaluate candidates and applicants who have submitted personal information to Aumatics B.V. for employment consideration purposes.
- To respond to your inquiry when you contact us, request a download or request a demo.
- To send you our newsletter when you sign up for it, or you sign up to stay informed.

Unless required or permitted by law, Aumatics B.V. shall not Use or Disclose Personal Information for a new purpose that has not been identified and Consented to by you.

Aumatics B.V. does not share Personal Information with Third Parties other than as disclosed in the privacy policy.

Choice and Consent

Prior to obtaining your Consent, Aumatics B.V. shall describe the choices available to you and obtain implicit or explicit Consent with respect to the Collection, Use and Disclosure of Personal Information except in special circumstances, such as during a fraud investigation, an investigation by the police or in situations otherwise permitted by the law.

In most circumstances, Aumatics B.V. relies on Express Consent received directly from you to Use your Personal Information. For example, when you request a subscription to Aumatics B.V.'s online tools, Aumatics B.V. may require Personal Information for billing purposes.

If any of the Personal Information we collect is sensitive, such as financial information, Aumatics B.V. shall obtain Express Consent from you before collecting, using or disclosing the information.

Where it is reasonable to do so, Aumatics B.V. may rely on your Implied Consent.

Aumatics B.V. will only require you to Consent to the Collection, Use or Disclosure of Personal Information as a condition to the supply of a product or service if such Collection, Use or Disclosure is required to fulfill the identified purposes. Aumatics B.V. will not unreasonably withhold products, services or information if you refuse or withdraw your Consent.

You may withdraw or modify your Consent at any time, subject to legal and contractual restrictions, provided that reasonable notice is given to Aumatics B.V.. If you have your name removed from Aumatics B.V.'s telephone, mail or email marketing lists, you will not be made aware of certain products, services, events and promotions offered by Aumatics B.V..

Consent may be withdrawn or modified by simply contacting Aumatics B.V.'s Privacy Officer at the contact information provided in the Management section of this Policy. Please allow us 30 days to complete your request. Some of our promotions may already be in progress when you submit your request, therefore you may be contacted during this time.

If you no longer wish to receive our newsletter, you may opt-out of receiving them by following the instructions included in each newsletter.

Collection

Aumatics B.V. collects Personal Information only for the purposes identified in this Policy. Aumatics B.V. shall only collect Personal Information by fair and lawful means.

Except as required to process a transaction, providing Aumatics B.V. with your Personal Information is voluntary. You may choose whether or not to give us your Personal Information, and if you do, how we use it.

When a user visits our Websites and clicks on the pages, we collect anonymized, aggregated data about the path of the user's visit through the Website. Clickstreaming is a technology that allows a web site operator to track the paths that visitors take as they access a web site and look at the site's pages. Aumatics B.V. collects such information from visitors to Aumatics B.V.'s Websites.

Cookies

By using Aumatics B.V.'s Websites and/or Services, you accept the use of cookies in accordance with this Cookie Notice. If you do not accept the use of these cookies, please disable them following the instructions in this Cookie Notice or change your browser settings so that cookies from this Website cannot be placed on your computer, tablet or mobile device.

Use of Cookies

A cookie is a small text file that is stored on a user's computer, tablet or mobile device when you visit a website. These are anonymous and only used for record-keeping purposes. We do not link the information we store in cookies to any personally identifiable information. All of our cookies expire automatically, after which they will be deleted from your device.

Our cookies are only accessible to Aumatics B.V., and can only be used by Aumatics B.V.'s Websites. Aumatics B.V. does not place any cookies from 3rd parties, share any cookies with 3rd party websites, or use cookies for advertising.

Disabling and/or Deleting Cookies

Most web browsers allow users to control or delete any or all cookies stored in the browser. To learn more about how you can control or erase the cookies on your device, please visit: www.aboutcookies.org. You need to accept Essential cookies to access the pages on our password-protected Websites and Services.

Types of Cookies

The types of cookies used on this Website can be classified into one of three categories, namely Essential Cookies, Analytics Cookies, and Content Cookies.

1. **Essential Cookies** - These cookies are essential for using certain website features, such as remembering cookie or login preferences.
2. **Analytics Cookies** – These cookies collect aggregated information about how visitors use a Website, for instance which pages visitors go to most often, and whether they received error messages from web pages. These cookies do not collect information that identifies you. All the information that these cookies collect is anonymous and is only used to provide statistical information about our Website as a whole.
3. **Content Cookies** – These cookies are used to perform tests on various aspects of our Website and ensure a consistent user experience. These cookies do not collect information that identifies you. All the information that these cookies collect is anonymous and is only used to improve how our Website works.

Expiry of Cookies

Cookies have a limited lifetime, after which they will be unusable and automatically deleted. The lifetime of each cookie is defined within each cookie. Most cookies last for one session, which lasts until the browser is closed or until the user has not opened a new page on the Website for over 30 minutes.

Cookies that have Been Set in the Past

If you have disabled one or more Analytics or Content Cookies, we may still use information collected from cookies prior to your disabled preference being set, however, we will stop using any disabled cookies to collect any further information.

Use and Retention

Aumatics B.V. limits the Use of Personal Information to the purposes identified in this Policy and for which the individual has provided implicit or explicit Consent. In accordance with established policies and procedures, Aumatics B.V. retains Personal Information for only as long as necessary to fulfil the stated purposes, except with the Consent of the individual or as required by law.

In accordance with established policies and procedures, Aumatics B.V. will destroy or erase any Personal Information that is no longer needed. When Personal Information is destroyed or erased, Aumatics B.V. takes reasonable steps to prevent unauthorized access.

Customer Testimonials

We post Customer testimonials on our web site which may contain personally identifiable information. We do obtain the Customer's Consent via email prior to posting the testimonial to post their name along with their testimonial. To request removal of your personal information from these testimonials, contact us at info@aumatics.nl. In some cases, we may not be able to remove your personal information, in which case we will let you know if we are unable to do so and why (e.g., where the testimonial appears in print media that have already been distributed).

Disclosure to Third Parties

Aumatics B.V. Transfers Personal Information to Third Parties for processing and storage purposes. Such information may be Transferred across provincial and national borders, in which case, the information becomes subject to the legislation of that jurisdiction. Aumatics B.V. will only Transfer Personal Information upon Third Parties executing contracts requiring them to protect the privacy and confidentiality of the Personal Information provided to them for purposes of performing their functions for Aumatics B.V..

Aumatics B.V. Transfers Personal Information to Third Party email service providers in order for that Third Party to deliver emails to our users on our behalf. We also use a content management service provider to help us manage the content on our site. These Third Parties are prohibited from using your information for any other purpose.

Although very unlikely, in some instances, such as a legal proceeding or court order, Aumatics B.V. may be required to disclose certain information to authorities. Only the information specifically requested is disclosed and Aumatics B.V. shall take precautions to satisfy ourselves that the authorities who are making the request have legitimate grounds to do so.

In the event Aumatics B.V. is merged with or is acquired by another organization, Aumatics B.V. will make every reasonable effort to notify you if Aumatics B.V. shares with the merging or acquiring organization some or all of your Personal Information.

Access

Aumatics B.V. provides individuals with access to their Personal Information for review and update. Upon request, Aumatics B.V. will inform an individual of the existence, Use, and Disclosure of his or her Personal Information and shall give access to that information. An individual may challenge the accuracy and /or completeness of the information and have it amended as appropriate.

An individual may access his or her Personal Information in the custody and/or control of Aumatics B.V. by writing to Aumatics B.V.'s Privacy Officer at the contact information provided in the Management section of this Policy. Access to Personal Information shall be provided in accordance with Aumatics B.V.'s established policies and procedures.

There is no cost for reasonable access to Personal Information, unless, for example, you require copies of records. Aumatics B.V. shall advise you of the cost, if any, prior to satisfying your access request. Prior to providing you with access to your Personal Information, Aumatics B.V. may require additional forms of information, including your Personal Information to validate your entitlement to the information being requested. Information collected for identification purposes will only be used to process your access request and for no other purpose.

Aumatics B.V. will assist any individual who needs help in preparing an access request to Personal Information. If you have a sensory disability, upon request, we will give you access to your Personal Information in an alternative format that is more suitable for you.

Aumatics B.V. will provide a response within 30 days of receiving an access request to Personal Information. In the event access to Personal Information is denied, Aumatics B.V. will explain the reasons for this lack of access and any recourse the Customer may have, except where prohibited by law.

Upon written request for access to Personal Information, Aumatics B.V. shall provide an account of the Use and Disclosure of Personal Information and where reasonably possible, shall state the source(s) of the information. In providing an account of disclosure, Aumatics B.V. shall provide a list of organizations to which it may have disclosed Personal Information about you when it is not possible to provide an actual list.

Under certain circumstances, such as when Aumatics B.V. is unable to separate your Personal Information from that of another individual, Aumatics B.V. will not be able to provide you with access to your Personal Information.

If you notify Aumatics B.V. of inaccuracies contained in our records about you and we do not agree to change your Personal Information, you may challenge our decision. We will make a record of your challenge by documenting the requested changes to the copies of your Personal Information; and if necessary, disclose the challenge to Third Parties who also may have previously received your Personal Information from Aumatics B.V..

Depending on the circumstances, where Personal Information has been used to make a decision about a Customer, Aumatics B.V. shall retain the Personal Information for a period of time that is reasonably sufficient to allow the Customer to access his or her Personal Information.

We will retain your information for as long as your account is active or as needed to provide you services. If you wish to cancel your account or request that we no longer use your information to provide you services contact us at info@aumatics.nl. We will retain and use your information as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements.

Quality

Aumatics B.V. maintains accurate, complete and relevant Personal Information for the purposes identified in this Policy. In this regard, accuracy of Personal Information will be maintained so as to minimize the possibility that inappropriate information may be used to make a decision about an individual.

In accordance with established policies and procedures, if you believe that your Personal Information in our records may be inaccurate, Aumatics B.V. will make it easy for you to access, verify, update and correct your Personal Information. Simply contact Aumatics B.V.'s Privacy Officer at the contact information provided in the Management section of this Policy. Aumatics B.V. encourages you to keep us posted with any changes to your Personal Information that is relevant to Aumatics B.V. for the purposes for which it was collected.

If your Personal Information has been provided to Third Parties by Aumatics B.V., Aumatics B.V. will convey the corrected information to them, if necessary.

In accordance with established policies and procedures, Aumatics B.V. does not routinely update your Personal Information unless such a process is necessary to fulfil the purposes for which the information was collected.

Security for Privacy

Aumatics B.V. protects Personal Information against unauthorized access. In accordance with established policies and procedures, Aumatics B.V. has organizational, technical and physical security safeguards in place to protect Personal Information. Personal Information shall be protected by security safeguards appropriate to the sensitivity of the information.

Notwithstanding that Aumatics B.V. has security safeguards in place to protect Personal Information, Customers are always encouraged to take measures to protect themselves against unintended intrusions to their personal privacy (i.e., maintain access pass codes and/or PINs in a confidential manner).

Monitoring and Enforcement

Aumatics B.V. monitors compliance with its privacy policies and procedures and has procedures to address privacy-related complaints and disputes. In this regard, individuals may address their privacy related concerns by contacting Aumatics B.V.'s Privacy Officer at info@dpoconsultancy.nl or +31 6 15 91 2552 who is accountable for Aumatics B.V.'s compliance with this Policy.

Aumatics B.V. shall respond to all inquiries, concerns and/or complaints about its Personal Information handling practices. The regulatory body in the Netherlands that oversees Aumatics B.V.'s handling of Personal Information is the Office of the Privacy Commissioner of the Netherlands. For more information, please visit <https://autoriteitpersoonsgegevens.nl/>.

Every privacy-related complaint will be acknowledged, recorded and investigated, and the results of the investigation will be provided. If a complaint is found to be justified, appropriate measures will be taken including, if necessary, amending our privacy policies and procedures.