

Privacy Policy

BACKGROUND:

LicentiePro BV xxx understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of all our customers and will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

1. Information About Us

Company: LicentiePro BV

VAT number: NL858184540 B01

Data Protection Officer: Roel Theunissen

Email address: info@licentiepro.nl

2. What Does This Notice Cover?

This Privacy Information explains how we use your personal data: how it is collected, how it is held, and how it is processed. It also explains your rights under the law relating to your personal data.

3. What Is Personal Data?

Personal data is defined by the GDPR and the Data Protection Act 2018 (collectively, "the Data Protection Legislation") as 'any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier'.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

The personal data that we use is set out in Part 5, below.

4. What Are My Rights?

Under the Data Protection Legislation, you have the following rights, which we will always work to uphold:

- a). The right to be informed about our collection and use of your personal data. This Privacy Notice should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using the details in Part 11.
- b). The right to access the personal data we hold about you. Part 10 will tell you how to do this.
- c). The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete. Please contact us using the details in Part 11 to find out more.
- d). The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we hold. Please contact us using the details in Part 11 to find out more.

- e).The right to restrict (i.e. prevent) the processing of your personal data.
- f).The right to object to us using your personal data for a particular purpose or purposes.
- g).The right to withdraw consent. This means that, if we are relying on your consent as the legal basis for using your personal data, you are free to withdraw that consent at any time.
- h).The right to data portability. This means that, if you have provided personal data to us directly, we are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases.

For more information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided in Part 11.

Further information about your rights can also be obtained from the Information Commissioner’s Office or your local Citizens Advice Bureau.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner’s Office. We would welcome the opportunity to resolve your concerns ourselves, however, so please contact us first, using the details in Part 11.

5. What Personal Data Do You Collect and How?

We may collect and hold some or all of the personal and non-personal data set out in the table below, using the methods also set out in the table. We do not collect any ‘special category’ or ‘sensitive’ personal data, personal data relating to children OR data relating to criminal convictions and/or offences.

Data Collected

Contact Information including information such as the address of your place of work, email address and telephone number(s).

Identity Information including information such as your first name, last name, your employer and job title.

Marketing and Communications Information including information such

as your preferences in receiving marketing from us and third parties, and your communication preferences.

Payment Information including information such as your business bank account and payment card details.

Transaction Information including information such as details about payments to and from you and your organisation, and details of products or services you have purchased from us.

When you request or purchase services from us.

When you request services from us, consult with our customer service team, fill in forms or request a quote on our website, or communicate with us in any other way.

When you request services from us, consult with our customer service team, fill in forms or request a quote on our website, or communicate with us in any other way.

We may obtain information about you from third party sources, such as public databases and other third party data providers

When you purchase services from us.

Data Collected

How We Collect the Data

Contact Information including information such as the address of your place of work, email address and telephone number(s).

When you request services from us, consult with our customer service team, fill in forms or request a quote on our website, or communicate with us in any other way.

Identity Information including information such as your first name, last name, your employer and job title.

When you request services from us, consult with our customer service team, fill in forms or request a quote on our website, or communicate with us in any other way.

Marketing and Communications Information including information such as your preferences in receiving marketing from us and third parties, and your communication preferences.

We may obtain information about you from third party sources, such as public databases and other third party data providers

Payment Information including information such as your business bank account and payment card details.

When you purchase services from us.

Transaction Information including information such as details about payments to and from you and your organisation, and details of products or services you have purchased from us.

When you request or purchase servic

6. How Do You Use My Personal Data?

Under the Data Protection Legislation, we must always have a lawful basis for using personal data. The following table describes how we will use your personal data, and our lawful bases for doing so:

What We Do

What Data We Use

Our Lawful Basis

Administering our business.

Contact Information

Identity Information

1) Performance of a contract with you.

Supplying our products and services to you.

Contact Information

Identity Information

1) Performance of a contract with you.

Payment Information

Transaction Information

1) Performance of a contract with you.

Contact Information

Identify Information

Transaction Information

1) Performance of a contract with you.

Contact Information

Identify Information

Payment Information

Transaction Information

Marketing and Communications Information

1) Performance of a contract with you.

2) Necessary to comply with legal requirements.

Contact Information

Identify Information

Marketing and Communications Information

- 1) Performance of a contract with you.
- 2) Necessary to comply with legal requirements.

With your permission and/or where permitted by law, we may also use your personal data for marketing purposes, which may include contacting you by email, telephone, text message and with information, news, and offers on our products and services. You will not be sent any unlawful marketing or spam. We will always work to fully protect your rights and comply with our obligations under the Data Protection Legislation and the Privacy and Electronic Communications (EC Directive) Regulations 2003, and you will always have the opportunity to opt-out. We will always obtain your express opt-in consent before sharing your personal data with third parties for marketing purposes and you will be able to opt-out at any time. We will only use your personal data for the purpose(s) for which it was originally collected unless we reasonably believe that another purpose is compatible with that or those original purpose(s) and need to use your personal data for that purpose. If we do use your personal data in this way and you wish us to explain how the new purpose is compatible with the original, please contact us using the details in Part 11.

How Long Will You Keep My Personal Data?

We will only retain your personal data for as long as necessary to fulfil the purposes for which we collected it, including for the purposes of satisfying any legal, accounting, or reporting requirements.

How and Where Do You Store or Transfer My Personal Data?

We will only store your personal data in the UK. This means that it will be fully protected under the Data Protection Legislation.

Do You Share My Personal Data?

We will not share any of your personal data with any third parties for any purposes, subject to the following exception[s].

If we sell, transfer, or merge parts of our business or assets, your personal data may be transferred to a third party. Any new owner of our business may continue to use your personal data in the same way(s) that we have used it, as specified in this Privacy Policy.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

We may share your personal data with other companies in our group for Supplying our products and Services. This includes subsidiaries and our holding company and its subsidiaries. If any personal data is transferred outside of the UK, we will take suitable steps in order to ensure that your personal data is treated just as safely and securely as it

would be within the UK and under the Data Protection Legislation, as explained above in Part 8. If we sell, transfer, or merge parts of our business or assets, your personal data may be transferred to a third party. Any new owner of our business may continue to use your personal data in the same way(s) that we have used it, as specified in this Privacy Policy. In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

How Can I Access My Personal Data?

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a "subject access request". All subject access requests should be made in writing and sent to the email or postal addresses shown in Part 11. There is not normally any charge for a subject access request. If your request is 'manifestly unfounded or excessive' (for example, if you make repetitive requests) a fee may be charged to cover our administrative costs in responding. We will respond to your subject access request within 14 days and, in any case, not more than one month of receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date we receive your request. You will be kept fully informed of our progress.

How Do I Contact You?

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the following details (for the attention of Data Protection Officer. Email address: info@licentiepro.nl. Postal Address: LicentiePro BV, Entrada 100, 1114 AA, Duivendrecht, Amsterdam.

Changes to this Privacy Notice

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection. Any changes will be made available at <https://uri>. This Privacy Notice was last updated on 05/07/2021.