

Privacy Statement of 4Suites B.V.

Through its online service 4suites.nl, 4suiteshq.com will process privacy-sensitive or personal data. 4Suites B.V. values the privacy of its customers and observes due care in processing and protecting personal data.

During the processing we stick to the requirements of the applicable data protection legislation. This means we:

- **clearly specify our purposes** before we process personal data, by using this Privacy Statement;
- **limit our collection of personal data** to only the personal data needed for legitimate purposes;
- first **ask for explicit permission** to process your personal data in cases where your permission is required;
- take **appropriate security measures** to protect your personal data and we demand the same from parties who process personal data on our behalf;
- **respect** your right to inspect, correct or delete your personal data held by us.

4Suites B.V. is the party responsible for all data processing. In this privacy statement, we will explain which personal data we collect and for which purposes. We recommend that you read it carefully.

This privacy statement was last amended on 01-07-2017.

Use of Personal Data

By using our service, you are providing certain data to us. This could be personal data. We only retain and use the personal data provided directly by you or for which it is clear that it has been supplied to us to be processed.

We use the following data for the purposes as mentioned in this Privacy Statement:

- Name and address
- Telephone number
- Billing address
- Email address
- Payment details
- Gender
- Picture
- Date of birth
- IP address

Registration

Certain features of our service require you to register beforehand. After your registration we will retain your user name and the personal data you provided. We will retain this data so that you do not have to re-enter it every time you visit our website, to contact you in connection with the execution of the agreement, invoicing and payment, and to provide an overview of the products and services you have purchased from us.

We will not provide the data linked to your user name to third parties, unless it is necessary for the execution of the agreement you concluded with us or if this is required by law. In the event of suspicion of

fraud or misuse of our website we may hand over personal data to the entitled authorities.

Access to portal

Within our portal, you can access a management environment where you can set, specify and change settings.

Handling your order

We will use your personal data when handling your order. If necessary for proper handling, we can provide your data to third parties. We will explain this in detail later.

Promotion

Other than the advertisements on the website, we can inform you about new products or services:

- by e-mail

Contact Form and Newsletter

We have a newsletter to inform those interested of our products and/or services. Each newsletter contains a link with which to unsubscribe from our newsletter. Your email address will be added to the list of subscribers automatically

If you fill out a contact form on the website or send us an email, the data you provide will be retained for as long as is necessary depending on the nature of the form or the content of your email, to fully answer and correctly handle your message or email.

Location data

If necessary, we may collect your location data (GPS). If that is the case, you will be asked to grant consent beforehand.

This location data and other data can also be stored and processed by the provider of the navigation/mapping software, such as Google Maps, but the data could also be used by for example Google or Apple itself. We have no control over their actions. We recommend that you read the applicable privacy statement of the provider in question.

Publication

We will not publish your customer data.

Providing Data to Third Parties

We may provide your data to our partners. These partners are involved in the execution of the agreement.

Google Analytics

We use Google Analytics to track visitors on our website and to get reports about how visitors use the website. We accepted the data processing agreement from Google. We don't allow Google to use information obtained by Analytics for other Google services, and we anonymize the IP-addresses.

Security

We take security measures to reduce misuse of and unauthorised access to personal data. We take the following measures in particular:

- Access to personal data requires the use of a user name and password
- Access to personal data requires the use of a user name and login token
- We take physical measures to protect access to the systems in which the personal data is stored

- We make use of secure connections (Secure Sockets Layer of SSL) to encrypt all information between you and our website when entering your personal data
- We keep logs of all requests for personal data

Third-party Websites

This statement is not applicable to third-party websites connected to this website through links. We cannot guarantee that these third parties will handle your personal data in a secure and careful manner. We recommend you read these websites' privacy statements before making use of these websites.

Changes to this Privacy Statement

We reserve the right to modify this statement. We recommend that you review this statement regularly, so that you remain informed of any changes.

Inspection and Modification of your Data

You can always contact us if you have any questions regarding our privacy policy or wish to review, modify or delete your personal data.

Contact information

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