

1. The personal data we process

A. Privacy?

- i. DocWolves takes your privacy very seriously. We process personal data about you because you use our website, our services or because you have provided us with this data yourself.
- ii. We make every effort to process the data you have given us as carefully as possible. This privacy statement gives you a clear overview of the **type** of personal data we process, **how** we handle this data and also **why** we collect it.
- iii. According to the General Data Protection Regulation, DocWolves is a so-called: controller.

2. Overview of the personal data we process

A. From you the website visitor

- i. First and last name
- ii. E-mail address
- iii. Other personal data you voluntary supply during the contact
- iv. Location details
- v. Data about your activities on our website
- vi. IP address
- vii. Internet browser and device type

3. Special and/or sensitive personal data we process

A. Minors

- i. Our website and service are not intended for collecting data about website visitors who are younger than 16-years old, except with the permission of parents or guardian. DocWolves cannot check if a visitor is older than 16, which is why we advise parents to be involved in the online activities of their children. Together we can prevent the collection of personal data about children without parental consent.

B. Contact us if we have made a mistake

- i. If you are convinced we have collected personal data about a minor without the previously mentioned consent, please contact us at info@docwolves.com. We will delete this data immediately.

4. Why and for how long do we need your personal data?

A. DocWolves processes your personal data for the following purposes:

DocWolves B.V.

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Spuiboulevard 370

P.O. Box 495

3300 AL Dordrecht

The Netherlands

telephone +31 (0)88 3747 137

e-mail info@docwolves.com

web www.docwolves.com

- i. To e-mail you if this is required for carrying out our service;
- ii. To send you free tips about organising and supporting meetings upon request;
- iii. To send you information in response to the contact form, and finally;
- iv. To analyse your behaviour on the website to improve our website and to suit your preferences.

B. How long do we keep your data?

- i. DocWolves will not keep your personal data any longer than is strictly necessary to realise the purposes for which your data is collected. If you require more information about our retention periods with regard to your specific data, please contact us at: info@docwolves.com.

5. Sharing with others

A. We don't sell your data!

- i. DocWolves does not sell your personal data to third-parties and will only issue the data if this is required for the implementation of the agreement with you or to meet a legal requirement.
- ii. We enter into a data-processing agreement with companies that process your data on our behalf to ensure a similar level of security and confidentiality. DocWolves remains the controller.
- iii. We store the personal data you enter on the site when you sign up for the newsletter or the free meeting tips in MailChimp. We have entered into a data-processing agreement with MailChimp to ensure a similar level of security and confidentiality. DocWolves remains the controller.
- iv. The data you enter into a form on the site is registered by both our mailing system and WordPress. Our mailing system sends the data to the right people to ensure the correct follow up of your request/your question. Our WordPress backup system allows us to check which question or which request you've sent us, even if the connection between the site and our mailing system were to fail. We delete all data after six months.

6. Tracking website visits

A. Cookies

- i. DocWolves uses cookies. A cookie is a small file that is stored in the browser of your computer, tablet or smartphone when you first visit this website.
- ii. DocWolves uses a number of different cookies that are explained in our cookie statement:
 - A.ii.a Functional cookies have a purely technical functionality. These cookies ensure that the website functions work properly. For example, they allow the website to remember settings specific to you. They also allow us to optimise our website and service.
 - A.ii.b Third-party analytical cookies can track your browsing behaviour. These cookies allow us to use analytical services like Google Analytics.
 - A.i.c Tracking cookies are stored on your device by an external party. These cookies help advertiser to recognise you when you visit a site that is also of

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interest to them. If you continue browsing, websites may display personalised ads. The cookies can also track your browsing behaviour which creates a very specific profile. This profile can be so specific that it can be considered personal data.

B. What if you don't like cookies?

- i. You can disable cookies by customising the cookie settings in your browser. The browser settings also allow you to clear the historical information stored on your computer. Please contact us if you need help, but before you do, please check your browser help menu first.

7. Google Analytics

A. Google

- i. As part of the Analytics service, Google places a cookie on our website. We use this service to find out how visitors use our website and Google provides us with reports.
- ii. Google can provide third parties with this information if Google is legally required to do so, or in as far as third parties process the information on behalf of Google. DocWolves has no say in this matter. We have not permitted Google to use the obtained information for other Google services.

B. Anonymising

- i. DocWolves has entered into a processing agreement with Google. The information collected by Google is anonymised as much as possible; however, your IP address is not shielded to leave your location traceable.

8. Viewing, editing and deleting data

A. Your rights

- i. You are entitled to view your personal data and to request correction or the removal of your personal data.
- ii. Should you have any questions or comments regarding the information processing of DocWolves, please send your request to info@docwolves.com.
- iii. DocWolves wants to make sure that you made the request for inspection. This is why we ask you to include a copy of your ID along with the request. To protect your privacy, DocWolves asks you to black out your photography, MRZ (machine readable zone, the numbers at the bottom of the passport), passport number and social security number.
- iv. DocWolves will reply to your request as soon as possible, but within four weeks at the latest.

9. Securing communication using SSL encryption

A. SSL

- i. DocWolves uses secure coding techniques to protect our website visitors. SSL (Secure Socket Layer), encrypts your data (not visible for third parties) on our site. You can be sure that your data is only visible to you and our server.

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B. Recognising our website security

- i. We use SSL encryption for each element of our site that use your data, like contact forms. You can very easily check and recognise SSL encryption. When you are in an encrypted part of our website, the browser displays a lock symbol in the bottom right-hand corner or top left-hand corner. The URL also changes from http:// into https:// indicating that the page is secure.

10. Security and version

A. We take this very seriously

- i. DocWolves takes the protection of your personal data very seriously and therefore takes fitting measures to prevent abuse, loss, unauthorised access, unwanted publication and unauthorised modification. If you think your data is still insufficiently secure or if there are signs of abuse, please contact us at info@docwolves.com immediately.

B. Version

- i. The current version is 1.0 d.d. 16/01/18.

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