

## Privacy policy and cookie statement WorkspaceXS B.V.

The following privacy policy applies to all website visits, transactions, and agreements with WorkspaceXS B.V. (Worxspace) located at Mia van IJperenplein 82-84, 3065 JK, Rotterdam, 89961374.

We respect the privacy of the visitors to our website and ensure that the personal information you provide to us is treated confidentially. How we do this exactly, and which personal data we collect from you for which purposes, can be found below.

### 1. The use of personal data

When using our website [www.worxspace.nl](http://www.worxspace.nl), we obtain certain data from you. These may be personal data. We only store and use the personal data that you directly provide to us, within the scope of the service requested by you (for example, via the contact form or for creating an account), or when it is clear at the time of submission that they are provided to us for processing. We will not use your personal data for other purposes unless you have given prior consent or unless we are permitted or required to do so under the law or the agreement.

### 2. Purposes of use

To ensure we can serve you optimally, it is necessary for Worxspace to store your personal data in certain cases. Worxspace uses your personal data for:

- Providing access to our website;
- Utilizing the functionalities on our website;
- Relationship management, including contacting you upon request;
- Obtaining insight into the use of our website;
- Product and service development;
- Determining strategy and policy.

### 3. Description of personal data

For the above-mentioned purposes, we will process the following personal data from you:

The listed personal data below are the most processed, but they may not necessarily apply to your situation. Therefore, adjust the following list to your situation and the actual personal data that we will process for our aforementioned purposes.

- Contact information;
- Company details;
- Job title;
- VAT number;
- Gender;
- Email address;
- (Mobile) phone number;
- Date of birth;
- IP address;
- Technical browser information;
- Cookie ID;
- Click and browsing behavior;
- Social media account.

### 4. Retention periods

We do not retain your personal data for longer than is necessary to achieve the purposes mentioned in this privacy and cookie statement.

## **5. Confidentiality & disclosure to third parties**

We handle your personal data confidentially. The personal data we collect via our website will not be provided to third parties for their direct marketing purposes. Furthermore, we will not disclose the data you provided to other parties unless you have given prior consent, it is necessary for the performance of a contract, or we are permitted or required to do so by law or agreement.

## **6. Data Security**

Workspace utilizes meticulous security procedures to protect processed data, including measures to prevent unauthorized access by third parties. We ensure that only essential personnel have access to your data and that access to your personal information is restricted. We employ a TLS connection to achieve this security measure.

## **7. Cookies**

On this website, we use cookies to improve user experience and website functionality. Cookies are small information files that can be automatically stored or retrieved on your device (including a PC, tablet, or smartphone) when visiting a website. This process occurs via the web browser on the device. The information obtained by a cookie about your use of the website may be transferred to our secure servers or those of a third party.

On our website we use cookies to:

- To enable website functionalities (technical or functional cookies);
- To analyze website usage and improve the website based on that analysis (analytical cookies);

## **8. Technical or functional cookies**

The main purpose of cookies is to save you time and effort. For example, if you customize a web page to your personal preferences or navigate on a website, cookies remember the selected settings and preferences for future use. When you revisit the website later, the previously entered data can be retrieved by the cookies, allowing you to easily use the website's features as you had previously set them. We make use of the following technical cookies: Adobe API Fonts – Retention period: None.

## **9. Analytical cookies**

Additionally, cookies are used on this website to track statistics, allowing us to gain insight into the usage of our website and the effectiveness of our campaigns. We make use of the following analytical cookies: Google Analytics – Retention Period: 36 months.

## **10. Enabling and disabling cookies**

You have the option whether to accept cookies or not. Most browsers automatically accept cookies, but you can usually change your browser settings to disable cookies if desired (refer to your browser's help page for exact instructions). If you choose not to accept cookies, you may not be able to fully utilize the interactive features of this website or other websites you visit.

## **11. Deleting cookies**

Most cookies have an expiration date. This means that after a certain period, they automatically expire and no longer record data from your site visits. You can also choose to manually delete cookies before the expiration date. For more information on how to do this, you can consult the user manual or help section of your browser.

## **12. Links to other third-party websites**

Our web pages contain links to other websites. This privacy and cookie statement does not apply to third-party websites that are connected to our website through links. We cannot guarantee that these third parties handle your personal data reliably or securely. Therefore, we recommend that you read the privacy policy of these websites before using them.

## **13. Your legal rights**

If you have any questions or want to know what personal data we have about you, you can always contact us. You can do this by contacting us via the email form, sending us an email at [info@worxspace.nl](mailto:info@worxspace.nl), or by calling us at +31 88 887 99 00 from Monday to Friday between 8:30 AM and 5:30 PM.

You have the following rights:

- Explanation of what personal data we have and what we do with it;
- Access to the specific personal data we have;
- Correction of errors;
- Deletion of outdated personal data;
- Withdrawal of consent;
- Objection to a particular use;
- Data portability.

Please make sure to clearly indicate who you are, so that we can be sure we are not modifying or deleting data belonging to the wrong person.

## **14. Changes to this privacy policy and cookie statement**

We reserve the right to modify this privacy policy and cookie statement. Changes will be published on our website. Therefore, it is recommended to regularly consult this policy to stay informed of any changes.

## **15. Contact information**

WorkspaceXS B.V., Mia van IJperenplein 82-84, 3065 JK, Rotterdam, KVK: 89961374.

## **16. The Dutch Data Protection Authority**

Naturally, we are also here to assist you if you have any complaints about the processing of your personal data. According to privacy legislation, you have the right to file a complaint with the Dutch Data Protection Authority regarding our processing of your personal data. You can [contact](#) the Dutch Data Protection Authority for this purpose.