

# Privacy policy

## NextiraOne Management Privacy Policy

NextiraOne Management ("NextiraOne") respects your privacy and is committed to protecting the personal information that you share with it. You can therefore generally visit the NextiraOne website without identifying yourself. When we do need your personal information in order to provide information or services that you request, this policy describes how we collect and use any such personal information. To make this notice easy to review, we have made it available on each page of our website.

### The information NextiraOne collects

NextiraOne may collect any or all of the following information: (a) traffic or clickstream data; and (b) contact information and other personally identifying information. NextiraOne's collection and use of each type of data is described below:

(a) Traffic or Clickstream Data. Please note that this website is monitored by special purpose software. NextiraOne collects some information regarding the use of the website by observing browser functions and the files (pages) users access.

b) Contact Information and other Personally Identifying Information. This notice also applies to the collection, use, storage, and disclosure of all information obtained by NextiraOne from you through the use of enquiry and registration forms, direct personal contacts and every time you mail your details to NextiraOne. The types of personal information typically collected are: names, addresses, e-mail addresses, telephone and facsimile numbers, functions and company names, user IDs, passwords, and client numbers. On occasion, NextiraOne may capture other personal information that you may volunteer or that NextiraOne may request. We may also collect anonymous data such as cookies and Internet Protocol addresses.

### How we use the collected information

(a) Traffic or Clickstream Data. Data captured by our software will enable our technical monitoring of various hard and soft solutions available on the website (traffic, message errors, disruptions, etc.) and also assist in our marketing analysis of website usage (i.e., number of visitors, from where they come, paths taken, favorite sections visited, documents most often read or downloaded, etc.). Our tracking capabilities are intended to allow us to prevent technical problems and to improve technical solutions, navigation and content or offer. However, data about traffic and usage is not supplemented or combined with personally identifying or identifiable information.

b) Contact Information and other Personally Identifying Information. NextiraOne uses this information for several general purposes: to respond to your requests; to personalise your experience on our website; to keep you informed of the latest product announcements, software updates, special offers, or other information; to better understand your needs, and in general to improve our services. Anonymous data is only used for internal reporting on our website performance.

### How NextiraOne shares such information

NextiraOne will not sell, rent or lease your personal information to others without your prior consent. If you choose to provide us with your personal information, we will only transfer that information within NextiraOne.

However, as NextiraOne is part of an international group of companies, we may transfer your personal data to other companies within our group, or to carefully selected business partners and third party suppliers, but only when we have received your prior consent.

### Direct marketing

If you have given your consent, NextiraOne may use your personal data for direct marketing, including for the provision of offers of the products and services of NextiraOne and/or its third-party partners, and for customer surveys. If at any stage you object to NextiraOne's use of your personal data for direct marketing purposes, you are always free to indicate that you no longer agree, and you may do so by sending us an e-mail at: Contact Us.

### Cookies and Tracking Technology

A cookie is a small data file that certain websites write to your hard disk when you visit them. A cookie file can contain information such as a user ID that the site uses to track the pages you have visited, but the only personal information a cookie can contain is information you supply yourself. A cookie cannot read data on your hard disk or read cookie files created by other sites. Some parts of NextiraOne's website use cookies to track user traffic patterns. NextiraOne only does this in order to track the usefulness of its website information for its users and to determine how effective our navigational structure is in helping users reach that information (for example, as to the choice of language).

If you prefer not to receive cookies while browsing NextiraOne's website, you can set your browser to warn you before accepting cookies, and then refuse the cookie when your browser alerts you of its presence. You can also refuse all cookies by turning them off in your browser.

If you wish more information on how to adjust your own personal preferences regarding cookies, you will find a general overview at: <http://www.microsoft.com/info/cookies.htm>.

### Third Party Sites

NextiraOne's website may contain links to websites operated by other companies. Some of these third-party sites may be

co-branded with a NextiraOne logo, even though they are not operated or maintained by NextiraOne. Although NextiraOne chooses its business partners carefully, please be advised that we can in no way be responsible for the information collection or privacy practices of, nor for the content of websites operated by, third parties that are linked to NextiraOne's website. We would therefore encourage you to separately investigate the privacy policies of those companies.

### **Security of the information stored by NextiraOne**

To prevent unauthorized access, maintain data accuracy and ensure the appropriate use of information, NextiraOne has put in place physical, electronic and managerial procedures to safeguard and secure the information it collects online. These measures ensure an appropriate level of security in relation to the risks inherent to the processing and nature of the information to be protected. Your securely-held personal data will only be accessible by select, authorized members of NextiraOne's staff. However, as data security is a constantly evolving art, NextiraOne cannot be liable or responsible if information that belongs to you is intercepted and used by an unintended recipient.

### **Your right to access and/or to correct your personal data held by NextiraOne**

NextiraOne will only keep your information for the lesser of the period for which we are required to do so by law or as long as it is still relevant for the purposes for which it was collected. You of course have the right to request a copy of the personal information that NextiraOne holds about you and to have any inaccuracies corrected. To request a copy of the personal information that NextiraOne holds about you, please feel free to send an e-mail containing your request to: Contact Us. You should provide your full name, and the e-mail address from which the request is received (and to which our response is to be sent) must match the e-mail address on file with NextiraOne. You may then correct or delete such information using the procedures specified in the e-mail reply which we will send to you.

### **Questions or Suggestions**

If you have any questions about anything set out in this Privacy Policy, or about the collection of personally identifiable information, or other collected information in general, please contact NextiraOne at: [cstandaert@nextiraone.be](mailto:cstandaert@nextiraone.be)