



## Privacy Statement (May 2018)

Kepro, established at Maagdenburgstraat 17, 7421 ZA Deventer, is responsible for processing personal data as indicated in this privacy statement.

### Kepro

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### Personal data that we process

Kepro processes your personal data because you make use of our services and/or because you provide it to us yourself. You will find an overview below of the personal data that we process:

- First name and surname
- Email address
- Country
- Anonymized IP address
- Other personal data that you actively provide, e.g. by creating a profile on this website, in correspondence and by telephone
- Data on your activities on our website
- Internet browser and device type

### Privileged and/or sensitive personal data that we process

We do not process any privileged or sensitive personal data. Our website and/or service does not intend to collect data about website visitors who are under 16 years of age unless they have the consent of their parents or guardian. However, we are unable to check whether a visitor is older than 16. We therefore recommend parents to be engaged with the online activities of their children, in order to avoid data about children from being collected without parental consent. If you are convinced that we have collected personal data about a minor without such consent, then please contact us via [communications@kepro.nl](mailto:communications@kepro.nl), and we will remove this information within four weeks.

### With what purpose and on what foundation do we process personal data

Kepro processes your personal data for the following purposes:

- Sending our newsletter, advertising and information
- To be able to telephone or email you if this is necessary for carrying out our services
- To be able to inform you about changes in our services and products
- To offer you the possibility of creating an account on our website

### Automated decision-making

Automated decisions are decisions that are taken by computer programs or systems, without human intervention (e.g. by a Kepro employee).

Kepro does not use automated decision-making and therefore does not take any decisions that are based on automated processing about matters that could have (significant) consequences for persons.

### How long do we keep personal data

Kepro keeps your personal data for no longer than is strictly necessary in order to achieve the purpose for which your data was collected. We observe the following storage periods for the following (categories) of personal data:

We store your first name and surname, email address, country and other personal data that you actively provide for as long you are registered for our newsletter or account on our website. This enables us to contact you personally.

You can unsubscribe using the link under each newsletter or by deleting your account on the website. We will remove all information definitively after three months. If unsubscribing is unsuccessful, email [communications@kepro.nl](mailto:communications@kepro.nl), and we will remove your information within four weeks.

After three months, we will definitively remove any personal data that you actively provide, e.g. via a contact or job application form, unless agreed otherwise during personal contact.

### **Sharing personal data with third parties**

Kepro does not sell your data to third parties and only discloses it if it is necessary for executing our agreement with you or to comply with a legal obligation. We have concluded a processing agreement with companies that process your data at our request to ensure the same level of protection and confidentiality of your data. Kepro remains responsible for this processing.

### **Cookies, or similar techniques, that we use**

Kepro uses technical, functional and analytical cookies. A cookie is a small text file that is stored on your computer, tablet or smartphone on your first visit to our website. The cookies we use are necessary for the technical operation of the website and for your convenience. We make sure that the website works properly and remember e.g. your preferred settings. This also enables us to optimise our website. You can opt out of cookies by configuring your browser so that it no longer saves cookies. You can also delete all information that was saved earlier via your browser settings.

Kepro uses Google Analytics and with this it collects an anonymized IP address, data about your activities on our website, the Internet browser and device type used. Data is automatically deleted 14 months after your visit to our website. Kepro has concluded a processing agreement with Google, it anonymizes IP addresses (the last octet of the IP-address is masked), it does not share data with Google and it makes no use of other Google services in combination with the Google Analytics cookies.

### **Consulting, modifying or deleting data**

You are entitled to consult, correct or delete your personal data. You can do this via the personal settings of your account in the Kepro Academy, or by clicking on the link 'update your preferences' in the footer of the newsletters that we send. You are also entitled to withdraw your consent for data processing or to raise objections against the processing of your personal data by our company. You also have the right of data portability. That means that you can submit a request with us to send the personal data that we have about you in a computer file to you or another organisation specified by you.

Do you want to exercise your right of raising an objection and/or your right of data portability, or do you have other questions/comments about the data processing? Then send a specified request to [communications@kepro.nl](mailto:communications@kepro.nl). In order to be certain that the request for consultation has been made by you, we ask you to send a copy of your identity document with the request. In this copy, blot out your passport photograph, MRZ (machine readable zone, the series of numbers at the bottom of the passport), the passport number and Citizen Service Number (BSN). This is to protect your privacy. Kepro will respond to your request as soon as possible, in all cases within four weeks. Kepro would also like to draw your attention to the possibility of submitting a complaint to the national supervisory authority, the [Dutch Data Protection Authority](#).

### **How do we protect your personal data**

Kepro takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unlawful changes. If you have the impression that your data are not properly protected, or there are indications of misuse, then contact us via [communications@kepro.nl](mailto:communications@kepro.nl).