

# Privacy Statement

Legalsense attaches great importance to protecting the privacy of visitors to its websites and will therefore handle your personal data with the utmost care.

This Privacy Statement will inform you about how we handle your personal data.

By using our websites, we may collect, use, disclose and retain your personal data as described in this Privacy Statement. This Privacy Statement applies to all parts of the websites <https://www.legalsense.nl>; <https://support.legalsense.nl> and <https://rekenprogramma.legalsense.nl>

## Cookies

We make use of cookies on our website. A cookie is a text file that is stored on your computer or mobile device when you visit our website. The information stored in it can be returned to our servers during a subsequent visit. Cookies are harmless.

We make use of the following cookies:

### Functional cookies:

We use functional cookies to ensure that the website functions properly and to improve the usability of our website. We also use these cookies to tailor the website to your wishes.

### Session cookies:

Session cookies help us to see which parts of the website you have viewed during your visit. This enables us to adapt our service as much as possible to the browsing habits of our visitors. These cookies are automatically deleted as soon as you close your web browser.

### Analytical cookies:

Google Analytics and other analytical cookies allow us to track how our website is being used. They help us to improve the quality of the website. The information that is obtained using the Google Analytics cookies is securely (via SSL) transmitted to and stored by Google on servers in different countries within the EEA and beyond. Please read Google's [privacy policy](#) for more information, as well as the specific privacy policy of Google Analytics.

Below you will find an overview of the cookies that are placed by Legalsense:

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Party	Cookie	Target	Retention period
Google Analytics	_ga, _gat, _gat	(Session) cookies are placed to gain a better insight into the behaviour of visitors to this website.	Maximum 2 years
Google Analytics	collect	(Marketing) cookies are placed to keep track of visitors on different websites.	Session
Google Analytics	_utm.gif, _utmb, _utmc, _utmt	Statistical cookies which help us to understand how visitors interact with the website by collecting and reporting data anonymously.	Session
Google Analytics	_utmz	Statistical cookie which helps us to understand how visitors interact with the website by collecting and reporting data anonymously.	6 months
Google Analytics	_utma	Statistical cookie which helps us to understand how visitors interact with the website by collecting and	2 years

		reporting data anonymously.	
Zendesk	_cfduid	Necessary cookies help make a website usable by enabling basic features such as page navigation and access to secure areas of the website.	1 year
Zendesk	_help_center_session, _zendesk_session, _zendesk_shared_session, _cfuid, _zendesk_thirtparty_test	Necessary cookies help make a website usable by enabling basic features such as page navigation and access to secure areas of the website.	Session
Zendesk	@@History/@@scroll #	Statistical cookie which helps us to understand how visitors interact with websites by collecting and reporting data anonymously.	Permanent

Most browsers offer the possibility to block cookies. Below you will find an overview of browsers and corresponding instructions for blocking cookies. Please note that blocking cookies can have a negative effect on the functioning of our website:

- [Apple Safari](#)
- [Google Chrome](#)
- [Microsoft Internet Explorer](#)
- [Mozilla Firefox](#)

## Privacy

# How do we collect your personal data?

We collect your personal data in the following cases:

- When you visit one of our websites;
- When you sign up for our newsletter;
- When you log in to our support environment;
- If you use the calculation tool for determining severance pay

## We collect the following personal data:

### Data that we automatically collect:

When you visit our website and/or use our website, we automatically collect the data sent to us by your computer, mobile device or other device with which you have accessed the site. This data may be collected using cookies. To the extent that this data is collected using cookies, our cookie policy applies in addition to this privacy statement.

The personal data that we collect includes, amongst other things:

- browser data;
- duration of your visit;
- pages that you visit;
- links that you click on;
- location data based on your IP address;
- connection data, such as the IP address.

### Data that you provide us with:

We process personal data that you provide us with when you subscribe to our newsletter (1), when you use the free version (single calculation) of the Severance Payment Calculation Tool (2), when you apply for a trial subscription to the Severance Payment Calculation Tool (3) and when you use our support department (4). We process the following data:

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
first name contact person	X		X	X
last name contact person	X		X	X
address contact person			X	
zipcode contact person			X	
city contact person			X	

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
emailaddress contact person	X		X	X
date of birth		X	X	
gender			X	
last name			X	
last name prefix			X	
first name			X	
function/job title			X	
start date (employment)		X	X	
end date (employment)		X	X	
gross monthly salary/ gross income		X	X	

## How we use your personal data:

The processing of your personal data is based on the following principles:

1. in accordance with the agreements made with you (when you use your subscription to the calculation tool, or when you call upon our support department);
2. for the protection of our legitimate interests. Our legitimate interests are:
  1. marketing purposes;
  2. improving and optimising our services;
  3. protecting and managing our systems.

(finding out who is using the website, how the website is being used, assisting in its use, developing the website, tailoring the content to the user);

3. on the basis of unambiguous consent (when you sign up for our newsletter).

## Provision of your personal data to third parties:

We use the services of third parties to process your personal data. These third parties are acting as a processor for Legalsense. Your personal data will be processed by our processors in accordance with the General Data Protection Regulation (GDPR). In

accordance with European privacy regulations, Legalsense has concluded processing agreements with all of its processors. You will find an overview of our processors below:

<b>Processor</b>	<b>Task description of processor</b>	<b>Privacy Policy</b>
WPEngine	Hosting websites	<a href="#">Privacy Policy (English)</a>
TransIP	Hosting websites	<a href="#">Privacy Policy (Nederlands)</a>
Zendesk	Hosting support website	<a href="#">Privacy Policy (English)</a>

We do not provide personal data to other third parties, unless this is necessary for the purpose of reporting criminal offences.

## Retention Periods:

We do not keep your data any longer than is necessary for achieving the purposes for which they were collected and processed. We will delete your data if it is found that it is out of date or if the person concerned requests its removal. The above retention periods do not apply if there is a legal exception, or if we need this data longer for delivering our services or in the event of a dispute.

## Security of your personal data:

We will take all reasonable organisational and technical security measures to protect your personal data and protect it from loss and improper use or alteration.

## Links to other websites:

Our website contains links to third-party websites that may have other conditions for the processing of your personal data. We are not responsible for the processing of your personal data via such third-party websites.

## Your rights as a Data Subject:

You have the right to request access to the personal data that Legalsense holds on you. If you submit a request, we will provide you with an overview of all the personal data we hold on you.

If you suspect that your personal data is incorrect or has been processed incorrectly, you may ask us to correct, supplement or delete this personal data. You can also ask us to restrict the processing of personal data, and ask us to transfer your personal data to another responsible party. You can also request us to remove or protect your personal data. Objections and requests for access, modification, deletion or transfer of your personal data will be dealt with by us within four weeks, in accordance with the law, subject to exceptions. To do this, you have the following contact options:

### **By regular mail:**

Legalsense B.V.  
Oorsprongpark 1

3581 ES UTRECHT  
The Netherlands

**By email:**

privacy@legalsense.nl

**By phone:**

+31 85 40136 98

**Opt-out mailingen:**

available via the opt-out options in each mailing

## Complaints:

If you have a complaint or any another question regarding the processing of your personal data, you can send an email to [privacy@legalsense.nl](mailto:privacy@legalsense.nl). We ask you to send us as much information as possible regarding your complaint or question. We will deal with complaints and questions and respond within four weeks, at the latest. We do everything we can to provide you with the best possible service. If you are not satisfied with the handling of the complaint, you can contact the Personal Data Authority and, if you so wish, submit a complaint to them.

## Adjustments to the Privacy Statement:

We reserve the right to change this Privacy Statement from time to time by posting a new version on our website.

This page was last updated on : 30 October 2018.

