

## **Privacy statement ContractChain**

We respect your privacy, but in order to properly perform our services, we sometimes use personal data. For example, when drafting and signing contracts or entering into a business relationship.

This privacy statement states, among other things, which data we process, for what purpose we process them, how long we keep them and what your rights are. We treat your personal data in accordance with the General Data Protection Regulation (GDPR). This privacy statement applies to the services of Contract Chain B.V.

### **What is personal data?**

Personal data refers to information with which you can be identified as a person.

### **Which personal data do we process?**

Depending on the relationship we have with you, we may process the following data:

- Name
- Gender
- E-mail address
- Identification Documents

### **What is the purpose of the processing?**

We may only process your data if there is a clearly defined purpose for this. We only process your personal data for one of the following purposes:

- drawing up an agreement;
- verifying your identity when entering into an agreement;
- for conducting customer satisfaction surveys or having them carried out.
- performing services for our clients

### **Who has access to your data and with whom do we share it?**

Employees only have access to your data if this is necessary for the performance of their work. If necessary, Contract Chain uses the help of specialized service providers. They will then receive your data.

### **How long do we keep your data?**

We do not store your personal data longer than is strictly necessary to achieve the goals realize for which your data is collected. We use a maximum of the statutory retention periods or shorter if our client agrees alternative retention periods with us.

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

We take the protection of your data seriously. We have appropriate measures in place to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification.

### **Automated decision making**

Contract Chain does not make decisions based on automated processing on matters that can have (significant) consequences for people. This concerns decisions that are taken by

computer programs or systems, without involving a person (for example an employee of Contract Chain).

### **Which cookies or similar techniques do we use?**

When you visit our website(s), we place cookies. A cookie is a small file that is placed on your computer by the website. We place cookies, among other things, to make the website function properly (functional cookies) and to analyze the use of the website (analytical cookies).

Contract Chain uses Google Analytics, a web analysis service offered by Google. Google Analytics has been set up privacy-friendly by Contract Chain. This means that these cookies do not collect any specific data.

If we place other cookies, for example for marketing purposes, we ask for your permission.

### **View, modify or delete data**

You have the right to view, correct or delete your personal data. However, we cannot always delete all requested data because in some cases we are obliged to keep it. In addition, you have the right to object to the processing of your personal data by Contract Chain and you have the right to data portability. This means that you can submit a request to us to send the personal data we have about you in a computer file to yourself or another organization mentioned by you. You can send your request to: [info@contractchain.nl](mailto:info@contractchain.nl)

To ensure that the request for access has been made by you, we ask that you send a copy of your proof of identity. To protect your privacy, we recommend that you include the passport photo, Blacken the MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and Citizen Service Number (BSN).

We will respond to the request as soon as possible, but within four weeks.

### **Comments and complaints**

If you have a complaint or comment about our privacy statement, you can send an email to [info@contractchain.nl](mailto:info@contractchain.nl). If we cannot resolve it together, you can submit a complaint about this to the Dutch Data Protection Authority.

### **Change of our privacy policy**

We can adjust our privacy policy. If we change our privacy statement significantly, we will post a notice on our website along with the new privacy statement.