

## **PRIVACY STATEMENT DESKBOOKERS-PLATFORM**

Deskbookers respects your privacy and all its users. We shall take the utmost care in protection your personal data. Deskbookers complies with the Wet Bescherming Persoonsgegevens, the Telecommunicatiewet and all other applicable legislation relating to your privacy. This Privacy Statement applies to all users of the Deskbookers platform and form an integral part of the General Terms and Conditions. The responsible party for the processing of personal data is Deskbookers B.V., with its corporate seat at Herengracht 182, 1016 BR, Amsterdam, registered in the Dutch Chamber of Commerce under number 62979388. We advise you to read this Privacy Statement carefully.

### **1 PROCESSING OF PERSONAL DATA**

- 1.1 A User that has registered can use his unique username and password to login to his account to book a Flexplace with all Lessors within the Deskbookers network.
- 1.2 In performing its services, Deskbookers will store personal data. This occurs when you book a Flexplace, when a Lessor registers your data in Deskbookers, when you use a Flexplace or another service of the Lessor, when you subscribe to the newsletter, when you write a review, you submit your interests or come into contact with Deskbookers or one of the Lessors connected to the platform. Data stored are invoice details, booked Flexplaces and details about your organisation and your position.
- 1.3 The data is stored on secure servers of TransIP B.V. in the Netherlands, which are only accessible via a secure SSL-connection. Password are encrypted so to avoid data retrieval by third parties.
- 1.4 All Deskbookers-portals and Lessors that use Deskbookers, use the registration and login module of the Deskbookers platform. Deskbookers offers two registration and login modules: (i) regular and (ii) via LinkedIn. A User may choose which module he wishes to use.
- 1.5 Deskbookers uses the data of Users to inform a Lessor about Bookings by a User, to generate invoices, to get into contact with Users, to improve the services of Deskbookers and/or the Lessor and to show general client information to Lessor. Deskbookers will never share or transmit your personal data to third parties without your prior consent, other than third parties that are involved with Bookings of a Flexplace.
- 1.6 Deskbookers and Lessor may use their client information that is not protected by the Wet Bescherming Persoonsgegevens for analysis and commercial objectives.

### **2 E-MAILS**

- 2.1 When you have registered yourself with Deskbookers via the Deskbookers portal of the Deskbookers platform, you will receive automatically generated mails such as a registration confirmation, booking confirmations, change confirmations and/or cancellation confirmations.
- 2.2 You will also receive recurring e-mails such as a newsletter or emails asking you to rate the Flexplace or Lessor by writing a review. You can always indicate in your account which e-mails you want to receive. Alternatively, you can let us know via [info@deskbookers.com](mailto:info@deskbookers.com).

### **3 ACCESS AND RECTIFICATION OF YOUR PERSONAL DATA**

- 3.1 You may request to have access to your personal data we stored. If the information is incorrect, we shall rectify it upon your request. Such requests for access, rectification or erasure can be sent to [info@deskbookers.com](mailto:info@deskbookers.com). Any other questions regarding the handling of your personal data can be sent to the same address.

### **4 BROWSING BEHAVIOUR AND IP ADDRESS**

- 4.1 On the Deskbookers platform, general visitors statistics are collected via the Deskbookers portals, without identifying such visitors individually. The purpose of the foregoing is to optimise the performance of the Deskbookers platform and the Deskbookers portals. Such statistics may also be used

to show more targeted information to categories of users. This enables Deskbookers and the Lessors in its network to further improve their services. In order to do so, Deskbookers may use the IP address of your computer. IP addresses are not coupled to identifiable information unless you have explicitly given your consent for such coupling.

## **5 USE OF COOKIES**

- 5.1 The Deskbookers platform and the various Deskbookers portals use cookies.
- 5.2 You can delete cookies via your browser or you can change your settings on your computer so that no cookies will be placed on your computer. This may reduce your user experience – certain parts of the Deskbookers Platform or Deskbookers portals may not be accessible as a result.
- 5.3 Deskbookers uses functional cookies such as session or login cookies to track session or login information and cookies for web analysis services (such as Google Analytics). Through these cookies, Deskbookers gather statistics regarding traffic, popularity of webpages, exit pages, browser information, duration of visit and other browsing behaviour. This enables Deskbookers to provide you with a better user experience. Deskbookers cannot track who (or which pc) has visited the Deskbookers platform or Deskbookers portals.
- 5.4 Cookies of social networks, such as LinkedIn, Facebook and Twitter are also used. Such cookies are only used if you use such services on a Deskbookers platfor.

## **6 GENERAL**

- 6.1 Deskbookers reserves the right to amend this Privacy Statement. We advise you regularly re-read the (most current) Privacy Statement. If you have any questions regarding this Privacy Statement, please contact us at [info@deskbookers.com](mailto:info@deskbookers.com).