

We value the privacy of visitors to our websites, users of our SaaS applications and our customers, prospects and business partners. Our Privacy statement describes which personal data we collect and how we use these data. This Privacy statement applies to our websites [www.db2valuecreation.com](http://www.db2valuecreation.com), [www.contractify.be](http://www.contractify.be) and [www.contractify.io](http://www.contractify.io) (hereinafter referred to as the "Website(s)"), the SaaS application called Contractify (hereinafter referred to as the "Application"), and to all commercial relationships between DB<sup>2</sup> Value Creation (hereinafter referred to as "DB<sup>2</sup>", "we" or "us") and its customers, prospects and business partners.

DB<sup>2</sup> Value Creation BV, with registered office at Polenstraat 163, 9940 Sleidinge and with company registration number 0644.714.953, is responsible for processing your personal data as specified in this Privacy statement.

DB<sup>2</sup> always endeavours to act in accordance with Regulation (EU) 2016/679 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) and all other applicable national and European laws and regulations relating to the processing of personal data.

This Privacy statement includes information about the personal data DB<sup>2</sup> collects, as well as how DB<sup>2</sup> uses and processes these personal data. By visiting the Websites, creating an account or demo account for the Application, signing up for our webinars or entering into a commercial relationship with us in any way, you acknowledge that you have read the Privacy statement.

## TYPES OF PERSONAL DATA

DB2 is able to collect and process the following personal data:

Categories of personal data	Purposes of the processing	Legal ground
Name First name Position Email address Telephone number (fixed/mobile) User name Password Language Information relating to how you use the Websites and the Application (such as, but not limited to IP address, browser type, which webpage you visited when you obtained access to the Website) Communication preference Correspondence data with and from DB2	The creation of a (demo) account and the confirmation thereof	Performance or preparation of an agreement
Name First name Position Email address Telephone number (fixed/mobile) User name Password Language Information relating to how you use the Websites and the Application (such as, but not limited to IP address, browser type, which webpage you visited when you obtained access to the Website) Communication preference Correspondence data with and from DB2	Drawing up and performing an agreement with DB2	Performance of the agreement
Name First name Position Email address Telephone number (fixed/mobile) User name Password Language	The provision of the services of DB2 using the Application	Performance of the agreement

<p>Information relating to how you use the Websites and the Application (such as, but not limited to IP address, browser type, which webpage you visited when you obtained access to the Website)</p> <p>Communication preference</p> <p>Correspondence data with and from DB2</p>		
<p>Name</p> <p>First name</p> <p>Position</p> <p>Email address</p> <p>Telephone number (fixed/mobile)</p> <p>User name</p> <p>Password</p> <p>Language</p> <p>Information relating to how you use the Websites and the Application (such as, but not limited to IP address, browser type, which webpage you visited when you obtained access to the Website)</p> <p>Communication preference</p> <p>Correspondence data with and from DB2</p>	<p>Providing support</p>	<p>Performance of the agreement</p>
<p>Name</p> <p>First name</p> <p>Position</p> <p>Email address</p> <p>Telephone number (fixed/mobile)</p> <p>Language</p> <p>Information relating to how you use the Websites and the Application (such as, but not limited to IP address, browser type, which webpage you visited when you obtained access to the Website)</p> <p>Communication preference</p> <p>Correspondence data with and from DB2</p>	<p>Sending targeted communication, including marketing and advertising, updates and promotional offers based on your communication preference, subject to your consent (if electronic) if necessary</p>	<p>Consent</p> <p>Performance of the agreement</p>
<p>Name</p> <p>First name</p> <p>Position</p> <p>Email address</p> <p>Telephone number (fixed/mobile)</p> <p>User name</p> <p>Password</p>	<p>Sending invoices and collecting payments.</p>	<p>Performance of the agreement</p>

Language Communication preference Correspondence data with and from DB2		
Information relating to how you use the Websites and the Application (such as, but not limited to IP address, browser type, which webpage you visited when you obtained access to the Website) Correspondence data with and from DB2	Optimising the quality, the management and the content of the Website and the Application	Legitimate interests
Name First name Position Email address Telephone number (fixed/mobile) User name Password Language Information relating to how you use the Websites and the Application (such as, but not limited to IP address, browser type, which webpage you visited when you obtained access to the Website) Communication preference Correspondence data with and from DB2	Statistical purposes	Legitimate interests
Name First name Position Email address Telephone number (fixed/mobile) User name Password Language Information relating to how you use the Websites and the Application (such as, but not limited to IP address, browser type, which webpage you visited when you obtained access to the Website) Communication preference Correspondence data with and from DB2	Drawing up a quote	Performance of the agreement
Name First name Position Email address Telephone number (fixed/mobile)	Conducting research into customer satisfaction, questionnaires and other market surveys	Consent

User name Password Language Information relating to how you use the Websites and the Application (such as, but not limited to IP address, browser type, which webpage you visited when you obtained access to the Website) Communication preference Correspondence data with and from DB2		
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In some cases you need to provide the aforementioned personal data to DB2 to allow DB2 to provide the desired services. If you fail to provide some of your personal data in such a case, DB2 may not be able to provide the desired services. We shall always indicate which personal data are compulsory or optional.

## **METHOD OF PERSONAL DATA COLLECTION**

These personal data are collected with or in the context of:

- Creating a (demo) account
- A partnership with DB2
- Visit to the Websites
- Subscribing to the newsletter (possibly via the Websites)
- The use you make of the DB2 services using the Application, possibly with a mobile device
- The verification of your identity (e.g. when you use the DB2 customer service or wish to restore your password)
- Correspondence with and by DB2
- Communicating ideas to DB2 concerning the improvement of the Websites, the Application or DB2's services in general
- Requesting a code
- Exchanging business cards
- The personal data collected by DB2 is thus explicitly and voluntarily provided by you

## **TRANSFER OF PERSONAL DATA TO THIRD PARTIES**

DB2 shall never transfer your personal data to third parties, unless it contracts third parties/service providers to provide or optimise its services (such as, but not limited to, service providers in the context of maintenance work of the Websites and/or Application, processing payments, database management, organising webinars). If it is necessary for DB2 to make your personal data public in this context, these third parties/service providers shall, in principle, only act as processors of your personal data for the benefit of DB2. DB2 shall find out whether the privacy statement of these third parties/service providers at least complies with the provisions of this Privacy statement and, if necessary, reach a processing agreement with these third parties/service providers to ensure that they use your personal data in accordance with the provisions of this Privacy statement and the applicable laws and regulations.

Without prejudice to the foregoing, it is nevertheless possible that DB2 may transfer your personal data

- To the competent authorities if DB2 is obliged to do so under the law or in the context of legal or future legal proceedings, or to safeguard and defend DB2's rights.
- If DB2 or its assets are acquired by a third party, in which case your personal data - collected by DB2 - may be one of the transferred assets.

In all other cases, DB2 shall not sell, rent or transfer your personal data to third parties, unless it has (i) obtained your consent and (ii) entered into a data processing agreement with the third party in question, which contains the necessary guarantees regarding the confidentiality and privacy compliant treatment of your personal data.

## RETENTION OF PERSONAL DATA

Unless a longer retention period is required by law, DB2 shall only retain your personal data for the period necessary to achieve and fulfil the purposes as described in the Privacy statement under "use of personal data".

## YOUR PRIVACY RIGHTS

If you wish to exercise your privacy rights, as provided below, please contact [dpo@db2valuecreation.com](mailto:dpo@db2valuecreation.com) or send your question by post to DB2 Value Creation bvba - Polenstraat 163 - 9940 Sleidinge.

Depending on the fulfilment of the necessary conditions for the application of each of these respective rights, you have the following privacy rights:

- Right of access to and a copy of the personal data DB2 may possess.
- Right of rectification, completion or update of your personal data.
- Right to be forgotten.
- Right to restriction of the processing of your personal data.
- Right to portability of your personal data.
- Right to object to the processing of your personal data.

In principle, you can exercise these rights free of charge using the aforementioned form. In addition, you can always use your account to update, change and/or verify the personal data that you were required to provide when creating your (demo) account.

If you no longer wish to receive newsletters or information about our services, you can unsubscribe at any time by clicking the "unsubscribe" button, as provided at the bottom of such emails from DB2.

## SECURITY OF PERSONAL DATA

DB2 undertakes to take reasonable physical, technological and organisational security measures with a view to preventing (i) unauthorised or unlawful access to your personal data, as well as (ii) loss, misuse or modification of your personal data. DB2 shall save all personal data, it collected, in the cloud (with data centre(s) within the EU).

Despite DB2's security policy, the checks it carries out and the actions it takes in this context, an infallible level of security cannot be guaranteed. No method of transfer or transmission over the internet or any method of electronic storage is 100% secure, which means DB2 cannot guarantee absolute security in this respect.

Finally, the security of your (demo) account also depends on the confidentiality of your password for accessing the Application. DB2 shall never ask you for your password which means you are not obliged to disclose it yourself. If you have nevertheless disclosed your password to a third party - for example because that third party has indicated that it wishes to provide you with additional services - that third

party will be able to use your password to gain access to your (demo) account and your personal data. In that case you are personally liable for any actions following the use of your (demo) account. DB2 therefore strongly advises you to change your password immediately if you notice that someone has had access to your (demo) account, and to contact us.

#### **CROSS-BORDER PROCESSING OF PERSONAL DATA**

In principle DB2 shall not process your personal data outside the EU. Any transfer of personal data outside the European Economic Area (EEA) to a recipient who has his domicile or registered office in a country that is not covered by an adequacy decision issued by the European Commission shall be governed by the provisions of a data transfer agreement, which will contain (i) the standard contractual clauses of the European Commission, or (ii) any other mechanism under the privacy legislation or any other regulation governing the processing of personal data.

#### **UPDATE PRIVACY STATEMENT**

DB2 is entitled to update this Privacy statement by posting a new version on the Website(s) and other communication channels. In this context, we strongly recommend that you regularly check the websites and the relevant page with the Privacy statement to ensure that you are aware of any changes.

#### **OTHER WEBSITES**

The website may contain hyperlinks to other websites. Under no circumstance is DB2 responsible for the privacy policy or the privacy practices of any third party.

#### **COMPLAINTS**

If you have complaints relating to how DB2 collects, uses and/or processes your personal data, you can contact us at [dpo@db2valuecreation.com](mailto:dpo@db2valuecreation.com) or you can file a complaint with the Data Protection Authority:

Data Protection Authority  
Drukpersstraat 35, 1000 Brussels

+32 (0)2 274 48 00  
+32 (0)2 274 48 35  
[contact@apd-dpa.be](mailto:contact@apd-dpa.be)

#### **CONTACT DB2 VALUE CREATION**

If you have questions about the Privacy statement or how DB2 collects, uses or processes your personal data, please contact us:

- By email: [dpo@db2valuecreation.com](mailto:dpo@db2valuecreation.com), or
- By post: DB2 Value Creation BV, Polenstraat 163 – 9940 Sleidinge (Belgium)