	<b>Document type:</b>	<b>System Procedure</b>	<b>Valid from</b>
	<b>Document name:</b>	<b>MTX-DP-040</b>	<b>13 NOV 2018</b>

<b>Location:</b> \SharePoint\Quality Management portal - Documenten\Quality Manual\SOPs\Privacy disclaimer and cookie policy	<b>Version</b>
<b>PRIVACY DISCLAIMER AND COOKIE POLICY</b>	<b>1.0</b>

## Privacy disclaimer

Your privacy matters to MicroTechniX. Whenever you use the services of MicroTechniX, you entrust us with your personal data. This privacy disclaimer provides information about how we collect, use and disclose this information.

### 1. General

The following definitions apply in this privacy disclaimer,:

- Microtechnix, limited company, Anthonis de Jonghestraat 14 A, 9100 Nieuwkerken-Waas with VAT number 0502.409.817;
- Website: microtechnix.com

### 2. Scope

This Privacy disclaimer applies to our website and all (commercial) relationships between MicroTechniX and its customers, prospective customers and business partners.

### 3. How personal data is collected and which us used?


Your data is collected for the purpose of determining basic information (name, address, language, etc.), as well as more complex information (such as the functions you perform within these companies, etc.) which is necessary for us to be able to provide the MicroTechniX services.

For almost all MicroTechniX services, you must provide us with your identification details beforehand. This is done through a contract, letter. These data are stored in MicroTechniX's databases.

- Data which MicroTechniX receives for a specific purpose, after you have already become a customer of MicroTechniX. These data relate to:
  - Name;
  - Occupation and function;
  - Cell phone number.
- Data which MicroTechniX collects via the website:

Most information is available on or through the website, without you having to provide your personal details. In certain cases, like an inquiry, requesting a demo, etc... personal information like: name, function, contact details may be requested.

This document can only be used if there is a 'VALID' status. When a document has the watermark 'unverified', that document may only be used on the print date.					
Print date	13-NOV-2018	Document	MTX-DP-template-v1.0	Page	1/6

	<b>Document type:</b>	<b>System Procedure</b>	<b>Valid from</b>
	<b>Document name:</b>	<b>MTX-DP-040</b>	<b>13 NOV 2018</b>

<b>Location:</b> \SharePoint\Quality Management portal - Documenten\Quality Manual\SOPs\Privacy disclaimer and cookie policy	<b>Version</b>
<b>PRIVACY DISCLAIMER AND COOKIE POLICY</b>	<b>1.0</b>

#### 4. Personal data use

The personal data collected by MicroTechniX is processed in accordance with the provisions of the General Data Protection Regulation (Regulation 2016/679) of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.

MicroTechniX uses your personal data, including your e-mail address to provide the information which you use. MicroTechniX may also use your e-mail address to inform you about its systems and events.

MicroTechniX requests your approval before using your personal information for purposes other than those described in this Privacy Disclaimer.

#### 5. Personal data to third parties disclosure

MicroTechniX will not disclose your personal data to third parties, unless this is necessary in the context of providing the services of MicroTechniX and improve them (including, maintenance work, payment processing, database management, etc...).

If we need to disclose your personal data to third parties in this context, the third party in question is obliged to use your personal data in accordance with the provisions of this Privacy Disclaimer.

Without prejudice to the foregoing, we may disclose your personal information in the following cases:

- With a view to detecting similar profiles to your own, unless you have expressly opposed to this.


In all other cases, we will not sell, rent out or pass any of your personal data to third parties, without your permission and a data processing agreement has been concluded with the third party in question, which contains the necessary guarantees regarding the confidentiality and privacy conformity of your personal data.

#### 6. Personal data storage

MicroTechniX will only store your personal data for the period necessary to fulfill the aims described in this Privacy Disclaimer under the heading “use of personal data”.

If a longer storage period is justified by law, or to comply with another legal obligation, we may store your personal data for this longer period.

This document can only be used if there is a 'VALID' status. When a document has the watermark 'unverified', that document may only be used on the print date.					
Print date	13-NOV-2018	Document	MTX-DP-template-v1.0	Page	2/6

	<b>Document type:</b>	<b>System Procedure</b>	<b>Valid from</b>
	<b>Document name:</b>	<b>MTX-DP-040</b>	<b>13 NOV 2018</b>

<b>Location:</b> \SharePoint\Quality Management portal - Documenten\Quality Manual\SOPs\Privacy disclaimer and cookie policy	<b>Version</b>
<b>PRIVACY DISCLAIMER AND COOKIE POLICY</b>	<b>1.0</b>

## 7. Privacy rights

If you wish to exercise your rights, as specified below, please contact us in accordance to part 13. Contact details:

- Right to access to the personal data which MicroTechniX may have regarding you;
- Right to correct, complete or update your personal data;
- Right to delete your personal data;
- Right to restrict the process of your personal data;
- Right to transfer your personal data;
- Right to oppose to processing your personal data.

MicroTechniX may refuse your request to exercise these rights, if it is unreasonably recurrent, requires disproportionate technical effort, or compromises the privacy of others. Disproportionate technical effort refers to: developing a new system, making fundamental changes to an existing system or requests pertaining to information which is stored in back-up systems.

If you no longer wish to receive information about our products and services, you can contact us at any time by using the contact details in part 13. Contact details.

## 8. Personal data security

MicroTechniX takes all reasonable organizational, technical and administrative steps to protect your personal data under our management, and as required by applicable data privacy laws. Unfortunately, no data transmission over the internet or any data storage system can be guaranteed to be 100% secure. If you have any reason to believe that your interaction with us is no longer secure, please notify us promptly by using contact details in part 13. Contact details.


## 9. Processing of personal data cross-border

Personal data to third parties may occur abroad for the purposes described above. This also means that data is transferred to countries or regions which have different data protection laws than your own country. In situations involving data moves we will take appropriate measurements; the data information process will always take place in a way that provides an adequate standard of protection.

## 10. Privacy Disclaimer update

MicroTechniX reserves the right to renew this privacy disclaimer, by posting a new version on the website. Whenever changes are made, the above date and version will be adjusted in

This document can only be used if there is a 'VALID' status. When a document has the watermark 'unverified', that document may only be used on the print date.					
Print date	13-NOV-2018	Document	MTX-DP-template-v1.0	Page	3/6

	<b>Document type:</b>	<b>System Procedure</b>	<b>Valid from</b>
	<b>Document name:</b>	<b>MTX-DP-040</b>	<b>13 NOV 2018</b>

<b>Location:</b> \SharePoint\Quality Management portal - Documenten\Quality Manual\SOPs\Privacy disclaimer and cookie policy	<b>Version</b>
<b>PRIVACY DISCLAIMER AND COOKIE POLICY</b>	<b>1.0</b>

line with the revision. The updated version applies from the date of revision. We advise you to regularly consult this Privacy Disclaimer, so that you are aware of any changes.

## 11. Other websites

This privacy disclaimer only applies to our website. We are not responsible for the privacy, information or other practices of third parties, including third parties who operate a website to which our website contains a link. Including a link on the website does not mean that we approve the linked website.

We may offer you access to third party features in addition, that allows you to post content to your social media. Please note that any information you disclose by using these features will be governed by the applicable privacy policies of the third party and not by this privacy disclaimer. We have no control over, and are not responsible for, the way in which third parties use the information you provide when you use these features.

## 12. Complaints

You can always submit a complaint to the Privacy Commission if you think MicroTechniX collects, uses and/or processes your personal data incorrectly.

## 13. Contact details

If you have any questions or are concerned about the privacy of your personal data, you can always contact us by using [info@microtechnix.com](mailto:info@microtechnix.com) or MicroTechniX, Anthonis de Jonghestraat 14 A, 9100 Nieuwkerken-Waas with a referral to GDPR in your subject.

# Cookie policy

## 1. General

The following definitions apply in this cookie policy:

- MicroTechniX: MicroTechniX, Microtechnix, limited company, Anthonis de Jonghestraat 14 A, 9100 Nieuwkerken-Waas with VAT number 0502.409.817;
- website: [www.microtechnix.com](http://www.microtechnix.com)

## 2. Scope

This cookie policy is applicable to the website.

This document can only be used if there is a 'VALID' status. When a document has the watermark 'unverified', that document may only be used on the print date.					
Print date	13-NOV-2018	Document	MTX-DP-template-v1.0	Page	4/6

	<b>Document type:</b>	<b>System Procedure</b>	<b>Valid from</b>
	<b>Document name:</b>	<b>MTX-DP-040</b>	<b>13 NOV 2018</b>

<b>Location:</b> \SharePoint\Quality Management portal - Documenten\Quality Manual\SOPs\Privacy disclaimer and cookie policy	<b>Version</b>
<b>PRIVACY DISCLAIMER AND COOKIE POLICY</b>	<b>1.0</b>

### 3. What are cookies?

Cookies may be used when you visit the website. These so-called cookies are small pieces of information which are placed on the hard drive of your computer. During any following visit, these cookies will ensure that you can navigate more easily. The information gathered by these cookies can be used to set up a personal profile which ensures the information provided, matches your preferences.

### 4. Essential cookies

Essential cookies are necessary for the functioning of the website and to make communication over the internet easier. Without these cookies, the website will not function as we intend it to, or we would not be able to offer certain functions that you request.

### 5. Permanent cookies

When using permanent cookies, we recognize you when you visit our website repeatedly. The website can be specially configured to your preferences as such. This means you don't have to repeat your preferences over and over again, meaning that you save time. Therefore have a more enjoyable experience to the website. You can delete permanent cookies in your browser settings.

### 6. Google Analytics cookies


A cookie is placed through our website by Google, an American company, as part of its "Analytics" service. We use this Google Analytics service to keep track and receive reports on how visitors use the website and in which parts they are interested. Google may transfer this information to third parties if they are required to do so by law, or if such third parties process the information on Google's behalf. We do not have any influence in this respect.

The information collected by Google is made anonymous as much as possible. The information is transferred to Google and stored by them on servers in the United States. Google adheres to the Privacy Shield principles and is a member of the Privacy Shield Program of the US Department of Commerce. This means that there is a standard of protection for the processing of any personal data.

### 7. Third party cookies

On the website, you can exchange certain articles through social media. Cookies are placed as a result. We at MicroTechniX do not check these cookies. You need to consult the relevant third party website for more information about these cookies.

This document can only be used if there is a 'VALID' status. When a document has the watermark 'unverified', that document may only be used on the print date.					
Print date	13-NOV-2018	Document	MTX-DP-template-v1.0	Page	5/6

	<b>Document type:</b>	<b>System Procedure</b>	<b>Valid from</b>
	<b>Document name:</b>	<b>MTX-DP-040</b>	<b>13 NOV 2018</b>

<b>Location:</b> \SharePoint\Quality Management portal - Documenten\Quality Manual\SOPs\Privacy disclaimer and cookie policy	<b>Version</b>
<b>PRIVACY DISCLAIMER AND COOKIE POLICY</b>	<b>1.0</b>

## 8. Cookies used

The following cookies are being used in sequence of provider, the name of the cookie and it's storage period:

1.	MicroTechniX	PHPSESSID	Session
2.	MicroTechniX	_ga	2 years
3.	MicroTechniX	_gat, _gid	Session
4.	Linkedin.com	Bcookie, bscookie	2 years
5.	Linkedin.com	lidc	Session
6.	Ads.linkedin.com	BizID	179 days
7.	Ads.linkedin.com	long	Session
8.	Ads.linkedin.com	UserMatchHistory	179 days
9.	Google-analytics.com	collect	Session
10.	Datatables.net	_cfduid	1 year

## 9. Cookies disabling

You can configure your browser to receive a message when a cookie is being generated or is refused. You can delete cookies from your hard drive. You can find further details about privacy and cookies which Google provides on the [Google privacy page](#). Google also provides a [browser plug-in](#) which can be used to unsubscribe from Google Analytics on all websites.

## 10. Cookie policy updates

MicroTechniX reserves the right to renew this Cookie policy, by posting a new version on the website. Whenever changes are made, the above date and version will be adjusted in line with the revision and the updated version applies from the date of revision. We advise you to regularly consult this Cookie policy, so that you are aware of any changes.

This document can only be used if there is a 'VALID' status. When a document has the watermark 'unverified', that document may only be used on the print date.					
Print date	13-NOV-2018	Document	MTX-DP-template-v1.0	Page	6/6