

# Privacy and cookie statement of MaraSoft

This privacy and cookie statement was most recently revised on the 27<sup>th</sup> of December 2022.

Your privacy and the protection of your personal data is of great importance to MaraSoft B.V. (hereinafter: MaraSoft). When processing your personal data, we work in accordance with the requirements for the processing of personal data laid down in the General Data Protection Regulation (hereinafter: GDPR).

## Our privacy and cookie statement at a glance

We comply with the privacy legislation when processing personal data. This means that we:

- **Record our purposes** before we process your personal data, as set out in this privacy and cookie statement.
- **Limit our collection of personal data** to only the personal data needed for our purposes.
- **Ask for explicit consent** for the processing of your personal data, should consent be required.
- **Take the necessary security measures** to protect your personal data. We also impose these obligations on parties who process personal data on our behalf.
- **Respect your rights**, such as the right of access, rectification or erasure of your personal data processed by us.

## For what purposes do we use your personal data?

By visiting our website [www.marasoft.nl](http://www.marasoft.nl) or using our desktop and/or mobile application and/or services, we obtain various personal data from you. Below, for each purpose it is indicated what information we obtain from you, for what purpose we process this information and how long it will be stored. If you have any questions or want to know exactly what information we store of you, please contact us. Our contact details are mentioned below.

### *Creating an account*

In order to make use of our services, we create an account for you and/or your employees. The processing of these personal data is necessary to eventually start using our services, therefore the processing is necessary for the performance of the agreement.

For this purpose, we process the following personal data:

- Name
- Company name
- E-mail address
- Address

We store your personal data up to six months after the duration of the agreed contract. We keep some data longer if we are legally obliged to do so (e.g., because of the 7-year tax retention obligation).

### ***Providing our services***

As part of our services, we process various personal data from you or employees of your company as partner. The processing of these personal data is necessary to eventually start using our services, therefore the processing is necessary for the performance of the agreement.

For this purpose, we process the following personal data:

- Name contact person
- Company name
- Job title
- Address
- Banking details (
- Contact details (e-mail address and telephone number)

We store your personal data up to six months after the duration of the agreed contract. We keep some data longer if we are legally obliged to do so (e.g., because of the 7-year tax retention obligation).

### ***Contact***

You can contact us by sending us an e-mail or by using the support button on our websites or in the mobile application.

For this purpose, we process the following personal data:

- Name
- E-mail address
- Telephone number
- Any information you enter yourself as content of your message

We use this information in order to be able to handle your request to contact you properly and to perform the contract with you to this end. If you contact us, your personal data will be retained until we are sure that we fully answered and correctly handled your request.

### ***Send a non-binding demo***

If you are curious how our service works and what you can do with it, you can request a free demo on our website. MaraSoft will then contact you to coordinate the free demo with you. To be able to contact you and make an appropriate proposal for a demo, MaraSoft needs some personal data from you. Filling in your personal data (online) is necessary so that we can contact you about the free demo, therefore the processing is necessary for the execution of the agreement.

For this purpose, we process the following personal data:

- Name
- Company name
- Gender
- Address

- City
- Zip Code
- Country
- Phone number
- E-mail address
- Location (license) details (name of location, location type, registration number and preferred language)
- Any information you enter yourself as content of your message

We keep your personal data for up to two years. We keep some data longer if we are legally obliged to do so (e.g., because of the 7-year tax retention obligation).

### ***Commercial messages***

MaraSoft sends commercial messaging in the form of digital newsletters. You can subscribe to our weekly/ monthly commercial messages via e-mail. We only send out commercial messages with your consent. The messages contain promotions, tips and information about our products and services.

We process the following personal data for this purpose:

- Name
- Contact details (e-mail address)

Your personal data is stored until you unsubscribe from the commercial messages. You can unsubscribe from these messages at any time. There is an unsubscribe link in every newsletter, but you can also change the settings in your account.

### ***Handling job applications***

Have you responded to one of our vacancies or submitted an open application? If so, we will process your personal data in order to process your application and in preparation for the possible conclusion of an employment contract.

For this purpose, we process the following personal data:

- Name
- Address details
- Contact details (email address and telephone number)
- Curriculum Vitae
- Motivation letter
- Salary indication
- References
- Any other information you enclose with your application

We will retain your application details for a maximum of 6 weeks after the position has been filled. We keep this information so that we can contact you in the event that the position becomes vacant again within the probationary period. If we are unable to offer you a job at this time, we may - with your consent - keep your application details for a

further year. You can withdraw your consent at any time by sending us an email. If you come to work for us, we will save your application data in the personnel file.

Social media and internet screening can be part of the application procedure. This is necessary for us to preserve our image when hiring new staff; we do this on a legitimate interest basis. We will do a search of your name on Google and any profile you may have on various social media. This applies, of course, insofar as these profiles are public. We will not ask you to grant us access to a private social media page or to accept a request from us. The results of the screening will be discussed with you. Should you have any objections to this, you can inform us by e-mail at the time of your application.

### **reCAPTCHA**

We use the reCAPTCHA service from Google Inc (Google) to protect our website from spam and abuse. For Google reCAPTCHA to work, a website visitor's IP address, mouse movements and possibly other data is collected. This information is sent to and processed by Google for this purpose. By analysing this information, Google can determine whether we are dealing with a real website visitor or a robot. For more information, please refer to Google's [privacy statement](#).

### **Downloading our application**

You can also use our services via our mobile application. In order to do so, you need to download our mobile application first. You can do this via the App Store or via Google Play. We have no influence on which personal data is processed by the provider ([Apple](#) and [Google](#)) and for what purpose they use your information. We recommend that you read the relevant privacy statement of the provider in question.

### **Providing data to third parties**

MaraSoft only shares your data with third parties when this is allowed by current legislation. It may happen that we provide your personal information to third parties, because:

- we have engaged them to process certain data;
- we have a legal ground;
- we are legally obliged to do so (e.g., if the police demand this in case of a suspicion of a crime).

The parties that process personal data in our or your assignment:

- IT suppliers and service providers
- Cookie service providers (please see the cookie table below)
- Payment service providers
- Marketing providers

In order to provide this service, MaraSoft may provide your personal data to parties established outside the European Economic Area (EEA). MaraSoft will only do this if there is an adequate level of protection for the processing of personal data. This means, for example, that we use a model agreement from the European Commission or make agreements about the handling of personal data.

## Cookies

We and third parties use cookies on our websites which are saved on your computer. Cookies are small information files that can be automatically stored on or read out from the device (including a PC, tablet, or smartphone) of the website's visitor, while visiting a website. This is done through the web browser on the device. MaraSoft uses cookies for the following purposes:

- To enable the functionality of our website (functional cookies)
- To generate overall statistics and gain insights in the use of our website by the public in order to improve and optimize our website and services (analytical cookies)

These cookies collect the following data from you:

- IP-address
- Cookie-ID
- Website and click behavior
- Referrer-URL

When you visit one of our websites for the first time, we will display a message with an explanation about the cookies we use. We will ask for your consent to place the cookies when we are required to do so. If you agree to the use of cookies, they will be placed on your device.

We use the following cookies:

Cookie; Entity; safe-guards	Type	Purpose	Retention period
<b>Google</b> <b>Google LLC, United States</b>  <a href="#">Privacy Statement</a>	Functional	This cookie is used to distinguish between humans and bots. This is beneficial for the website, in order to make valid reports on the use of their website.	Persistent and session
<b>Google Analytics</b> <b>Google LLC, United States</b>  <a href="#">Privacy Statement</a>	Analytical	These cookies are placed to gain insight into visitor behaviour and to improve the user experience. We have configured these cookies to be privacy-friendly. That means the following: <ul style="list-style-type: none"><li>- We have concluded a data processing agreement with Google;</li></ul>	Maximum of 399 days and 1 day

		<ul style="list-style-type: none"> <li>- We only provide Google with masked IP addresses;</li> <li>- We do not share data with Google; and</li> </ul> <p>We do not use other Google services in combination with analytics.</p>	
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If you would like to know what the cookie service providers do with your personal data, please read the privacy and cookie statement of the company in question. If you click on 'privacy statement' in the cookie table, you will be redirected to the relevant privacy statement.

### Disabling of cookies

You can set your web browser to only accept cookies with your consent. For more information, please consult your browser's manual. Be aware that disabling cookies will affect the functionality of this and many other websites that you visit.

### Removal of cookies

Most cookies have an expiration date. This means that they will automatically expire after a certain period and no longer register any data concerning your visit of the website. Another option is to remove the cookies manually before the expiration date. In order to do this, consult your browser's manual.

### Security

We take appropriate technical and organizational security measures with regard to the processing of personal data to be carried out, against loss or against any form of unlawful processing (such as unauthorized access, corruption, alteration or disclosure of personal data).

### What are your privacy rights?

You can always contact us if you have any questions regarding our privacy and cookie statement. Besides that, you have to the following rights regarding your personal data:

- **Right of access:** you have the right to see what kind of personal data we processed about you;
- **Right of rectification:** you have the right to rectify any personal data we have processed about you, if this information is (partially) wrong;
- **Right to object:** you have the right to object against the processing of your personal data by us, or against direct marketing;
- **Right to be forgotten:** you can file a request with us to remove any personal data we have processed of you;
- **Right to data portability:** if technically possible, you have the right to ask us to transfer your processed personal data to a third party;

- **Right to restriction of processing:** you can file a request with us to (temporarily) restrict the processing of your personal data.
- **Right to revoke your consent,** when we process your data based on your consent.

You may send a request by sending an e-mail to [security@marasoft.nl](mailto:security@marasoft.nl). To prevent abuse, we may ask you to provide proper proof of your identity.

We will usually respond to your request within one month. This term can be extended if the request is proven to be complex or tied to a specific right. You will be notified about a possible extension of this term within one month.

### **Modification of this privacy and cookie statement**

We may change this privacy and cookie statement from time to time. Changes will be published on our websites and in our mobile application. It is therefore advised to consult this privacy and cookie statement on a regular basis, so you are aware of these changes.

### **Complaints**

If you would like to file a complaint about our use of your personal data, please send an email with the details of your complaint to [security@marasoft.nl](mailto:security@marasoft.nl). We will look into it and respond to any complaint we receive.

If you think that we are not helping you correctly, you have the right to file a complaint with the national supervisory authority responsible for the protection of personal data against our processing of your personal data. For the Netherlands, this is the Dutch Data Protection Authority which is called [Autoriteit Persoonsgegevens](#).

### **Contact details**

MaraSoft B.V.  
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