

# COOKIE STATEMENT



Last modified: 27 June 2019

This Cookie Statement (“Statement”) applies to the Annodata Limited company (“Annodata”) whose website you are visiting.

This Statement applies to the use of cookies by Annodata in relation to your Annodata website visit.

In this Statement, we will explain in detail the following:

- What are cookies;
- Who places cookies;
- What cookies are placed;
- How long are the cookies stored for;
- How can I delete cookies/manage my cookie preferences;
- Which technical and organizational measures we have taken;
- What your legal rights are concerning us processing your personal information;
- How you can contact us and other important information;
- Cookie list.

## WHAT ARE COOKIES?

A cookie is a small piece of data that is sent from a website and stored on, for example, your computer, phone or tablet by your web browser. There are also other, related technologies to obtain data from your browsing activity, such as web beacons or flash cookies. When we mention ‘cookie’ in this Statement, we mean a cookie and all related and used technologies. Via the use of cookies, we can make sure that our website is loaded faster on your device. It also allows us to collect certain statistical information, to show you (video) content and to improve your website visit and our products and services.

## WHO PLACES COOKIES?

We use both first party cookies (cookies placed by us) and third party cookies (cookies placed by others). Below you will find a list of cookies and per cookie it is indicated who places this cookie.

## WHAT COOKIES ARE PLACED?

We have categorised the cookies in three different categories for your convenience.

### 1. Essential cookies

We have a legitimate interest to place these cookies for the purpose of a correct functioning of the website, or to provide a service on your request (such as managing your cookie preferences).

You will find a comprehensive list of all the necessary cookies in the list below.

## **2. Analytical cookies**

These cookies allow us to measure and improve the performance of our website. To safeguard your privacy as much as possible, we:

- have concluded a data processing agreement where we use a third party to help us with the gathering of the data;
- have ensured that the last octet of your IP-address is masked, making it impossible for us to identify you;
- are not sharing any other data with the third party helping us with the gathering of the data;
- are not using any other Google services in combination with Google Analytics;
- ask you for your consent to place these cookies.

You will find a comprehensive list of all the analytical cookies in the list below.

## **3. Marketing/social media cookies**

Marketing cookies allow us to personalise your browsing experience and is used by us for marketing and advertising purposes.

Social media cookies allow the social media company to process certain information about your use of the social media functionality, such as you playing a video.

We shall only place these cookies after your consent.

You will find a comprehensive list of all the marketing/social media cookies in the list below.

## **HOW LONG ARE THE COOKIES STORED FOR?**

In the cookie list below it is indicated for how long cookies are stored.

## **HOW CAN I DELETE COOKIES/MANAGE MY COOKIE PREFERENCES**

You can turn on or turn off the statistical and marketing/social media cookie categories in the 'Manage my cookies' section of the website. As the essential cookies are solely placed to carry out a correct functioning of the website, or is strictly necessary to provide a service on your request, is it not possible to manage your preference for essential cookies.

You can also manage your cookie preferences via most browsers.

## INTERNATIONAL TRANSFERS

Where we transfer (see above to whom we are sharing your personal information with) your personal information to a country that does not provide an adequate level of protection by domestic law according to the European Commission, we have ensured this adequate level of protection by agreeing on additional appropriate safeguards with that group company or third party through the Standard Data Protection Clauses adopted by the European Commission. A list of countries that have ensured an adequate level of protection according to the European Commission can be found [here](#).

Where we use service providers from the US, such US based service provider has registered itself to be on the [EU/US Privacy Shield](#) list and has been self-certified with the US Department of Commerce. More information on the European Commission decision on the adequacy of the EU/US Privacy Shield can be found [here](#).

Alternatively, we may ask you for your explicit consent to the proposed transfer. You may request a copy of the Standard Data Protection Clauses by sending us an email, motivating your request.

## WHICH TECHNICAL AND ORGANISATIONAL MEASURES WE HAVE TAKEN

We take the security of your personal information very seriously and take all reasonable efforts to protect your personal information from loss, misuse, theft, unauthorized access, disclosure or modification.

## YOUR RIGHTS

You have certain legal rights that we wish to inform you of.

**Access.** You have the right to be informed on whether we process your personal information or not and to related information on that processing.

**Rectification.** You have the right to have your personal information rectified or completed by us without undue delay. If you have set up an account with us, you have the possibility to rectify or complete your personal information yourself.

**Right to be forgotten.** You have the right to have your personal information erased by us without undue delay. This right is limited to specific grounds, for example if you have withdrawn your consent, or if you object and there are no overriding legitimate grounds for us to maintain the processing. If you have an account with us, in many instances you have the option to erase your account yourself, in which case all your personal information is permanently deleted.

**Restriction of processing.** You have the right to request that we restrict the processing of your personal information based on specific grounds. These are (1) the time for us to verify the accuracy of your personal information on your request; (2) instead of erasure of unlawful processing, you request restriction of use instead; (3) you need personal information in legal proceedings; or (4) we are verifying whether our legitimate grounds override your objection to the processing.

**Right to object.** You have the right to object at any time to our processing of your personal information if such processing is (1) based on our legitimate interest (including us making a profile of you based on your consent); (2) for direct marketing purposes; or (3) necessary for the performance of a task carried out in the public interest or exercise of official authority vested in us. We shall cease to process your personal information based on your objection, unless we demonstrate compelling legitimate grounds overriding your interests, rights and freedoms or if we need your personal information in legal proceedings.

**Data portability.** We are required to inform you of your right to receive your personal information from us so that you can transmit that personal information to another service provider. For KFS that means that at your request we shall supply you with your personal information related to your user account. It does not include any device data, including data that was transmitted to us in a log file.

**Consent withdrawal.** If you have supplied us with your personal information based on your consent, you have the right to withdraw such consent at any time. You may do so by unsubscribing from the service that you have subscribed to if applicable. You may also do so by sending us an email to the applicable privacy email address as stated below. We shall then permanently remove your personal information from our database.

**Lodging a complaint.** You have the right to lodge a complaint with a supervisory authority, in particular in the country of your residence, about our processing of your personal information. You can find a complete list of supervisory authorities [here](#).

## EXERCISING YOUR RIGHTS AND CONTACTING US

At Annodata we have a network of privacy professionals available, including Data Protection Officers, to assist you with your queries. If you wish to exercise any of your rights, or you have a question about this document, please contact us via email, or send us a letter to the applicable Annodata company in the list below.

If your country is not listed, please contact our group Data Protection Officer:

Head Office:

The Maylands Building, Maylands Avenue,  
Hemel Hempstead, Hertfordshire HP2 7TG

T: 0300 303 3021

e: [privacy@Annodata.co.uk](mailto:privacy@Annodata.co.uk)

Please note that in exercising your rights, we may ask you to complete a request form. We shall then inform you of the process of handling your request.

## CHANGES TO THIS DOCUMENT

In the event that we modify this document, we will publish it on our website with a revised publication date and, if applicable, notify you of the changed document via your user account.