## **Initworks Privacy Policy**

This privacy policy will explain how our organization uses the personal data we collect from you.

Our company collects the following data:

Personal identification information (Name, email address, phone number, etc.)

How do we collect your data?

You directly provide Initworks with most of the data we collect. We collect data and process data when you:

- Register online or place an order for any of our products or services.
- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.
- Use or view our website via your browser's cookies.
- Fill out the email form on our website

How will we use your data?

Our Company collects your data so that we can:

- Process your orders and manage your account.
- Email you with platform updates, special offers on products and services we think you might like.
- When Initworks processes your account, it may send your data to, and also use the resulting information from, credit reference agencies to prevent fraudulent activity.

How do we store your data?

Our Company securely stores your data at EU - Netherlands based datacenters.

Our Company will keep your data for the duration of active engagement with Initworks and the duration of legal requirements such as tax laws. Once this time period has expired, we will delete your data by anonymising the relevant GDPR related data.

## Marketing

Our Company would like to send you information about products and services of ours that we think you might like.

You have the right at any time to stop Initworks from contacting you for marketing purposes If you no longer wish to be contacted for marketing purposes, please click the opt out link in the marketing email.

What are your data protection rights?

Initworks would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access – You have the right to request Initworks for copies of your personal data. We may charge you a small fee for this service.

The right to rectification – You have the right to request that Initworks correct any information you believe is inaccurate. You also have the right to request Initworks to complete the information you believe is incomplete.

The right to erasure – You have the right to request that Initworks erase your personal data, under certain conditions.

The right to restrict processing – You have the right to request that Initworks restrict the processing of your personal data, under certain conditions.

The right to object to processing – You have the right to object to Initworks' processing of your personal data, under certain conditions.

The right to data portability – You have the right to request that Initworks transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: <a href="mailto:info@initworks.com">info@initworks.com</a>

Call us at: +31 010 280 9744

## Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

For further information, visit <a href="https://en.wikipedia.org/wiki/HTTP">https://en.wikipedia.org/wiki/HTTP</a>\_cookie.

How do we use cookies?

Our Company uses cookies in a range of ways to improve your experience on our website, including:

Understanding how you use our website

What type of cookies do we use?

There are a number of different types of cookies, however, our website uses:

Functionality – Our Company uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.

Advertising – Our Company uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address. Our Company sometimes shares some limited aspects of this data with third parties for advertising purposes. We may also share online data collected through cookies with our advertising partners. This means that when you visit another website, you may be shown advertising based on your browsing patterns on our website.

How to manage cookies?

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

Other companies' privacy policies

The Initworks website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

Our Company keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 20 July 2023