

# Privacy Policy

This privacy policy discloses the privacy practices for inforbusiness.com and the (sub)domains connected to this domain, together called “website”. This privacy policy applies solely to information collected by this website. It will notify you of the following:

- What personally identifiable information is collected from you through the website and how it is used.
- What choices are available to you regarding the use of your data.
- The security procedures in place to protect the misuse of your information.
- How you can correct any inaccuracies in the information.

## Information collection and use

Through the website, we collect the following data:

### Sign-up data

**What do we collect?** If you decide to sign up as a customer, we need your username and password, company name, personal name, gender, address, telephone number and e-mail address.

**Why do we collect it?** This information is required to perform our services: for example creation of your account, contacting you in case of questions or problems and creating the invoice for the purchased products.

### Newsletter data

**What do we collect?** If you subscribe to our newsletter, we will collect your name and e-mail address.

**Why do we collect it?** By subscribing to our newsletter, you give consent to send you information about our products and services. This information is sent by e-mail.

**Newsletters for our customers.** Our customers automatically receive our newsletters, because our newsletters contain important information about our products and services, for example information about our customers’ accounts, important updates to our products, price changes or updates to our terms and conditions. Though the newsletter is necessary for the performance of our agreement, it is possible to unsubscribe at any moment. Note that unsubscription may lead to unawareness about important changes.

### Contact form data

**What do we collect?** If you want us to contact you, we ask for your name and e-mail address.

**Why do we collect it?** With this information, we are able to contact you about your question.

## Cookies

**What do we collect?** When you are browsing the website, cookies (small text files) are automatically stored on your computer.

**Why do we collect it?** Cookies allow us to improve the user experience when browsing the website, for example when logging in to your account. Apart from our own cookies, we use the services of Google Analytics to get insight in the use and performance of the website.

## Log files

**What do we collect?** While using the website, our servers automatically record information that your browser sends. These server logs may include information such as your web request, IP address and browser details. If you use your account, we also log the activity on your account.

**Why do we collect it?** This information is required to monitor and protect our systems. The activity logs are required to fulfill our legal and contractual obligations.

## Our role as data processor

This Privacy Policy describes the data that we collect in our role as data controller: the data that we require for our agreement with you. The nature of our services require us to collect other types of data in our role as data processor, for example domain registration data. Read our data processing agreement for more information. This data processing agreement is available after logging in to your control panel.

## Your access to and control over information

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the e-mail address or phone number given on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

## Security

We take precautions to protect your information. When you submit information via the website, your information is protected both online and offline. Wherever we collect information, that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for “https” at the beginning of the address of the web page. While we use encryption to protect information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally

identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

## Updates

Our Privacy Policy may change from time to time and all updates will be posted on this page.