

## Privacy Statement GoDocly

TipiDocs BV, located at Kloosterweg 1, 6412 CN Heerlen, is responsible for the processing of personal data as shown in this privacy statement. For questions regarding this privacy statement, you can reach us at [privacy@godocly.com](mailto:privacy@godocly.com)

### *Personal data that we process*

TipiDocs BV processes your personal data because you use our services and/or because you provide them to us yourself. Below is an overview of the personal data we process:

- First and last name
- Telephone number
- Email address
- IP address
- Other personal data that you actively provide, for example, by creating a profile on this website, in correspondence, and by telephone
- Location data
- Information about your activities on our website
- Internet browser and device type

We do not process additional special and/or sensitive personal data. Our website and/or service does not intend to collect data about website visitors who are younger than 16 years old. Unless they have permission from parents or guardian. However, we cannot check if a visitor is over 16. We, therefore, advise parents to be involved in the online activities of their children, in order to prevent data about children being collected without parental consent. If you are convinced that we have collected personal data about a minor without that consent, please contact us at [privacy@godocly.com](mailto:privacy@godocly.com), and we will delete this information.

### *Purpose and justification*

TipiDocs BV processes your personal data for the following purposes:

- To be able to call or email you. For this, you give explicit consent by filling out and sending our contact form.
- When using "GoDocly":
  - To map out the organizational structure of your organization. This overview is a mandatory part in the transfer pricing reports that GoDocly automatically compiles to help your organization comply with its legal obligations.
  - To be able to call or email you. This is necessary for the performance of the agreement that your organization has concluded with TipiDocs BV.

TipiDocs BV does not make decisions based on automated processing on matters that can have (significant) consequences for people.

### *Retention time*

TipiDocs BV does not store your personal data longer than is strictly necessary to achieve the purposes for which your data is collected. Here, we are bound by the legal retention periods that your organization is subject to.

### *Sharing personal data with third parties*

TipiDocs BV does not sell your data to third parties and only provides it if this is necessary for the performance of our agreement with you or to comply with a legal obligation. With companies that process your data on our behalf, we conclude a processor agreement to ensure the same level of security and confidentiality of your data. TipiDocs BV remains responsible for these processing operations.

### *Cookies, or similar techniques, that we use*

TipiDocs BV uses only technical, functional, and analytical cookies that do not infringe on your privacy. A cookie is a small text file that is stored on your computer, tablet, or smartphone during the first visit to this website. The cookies we use are necessary for the technical functioning of the website and your ease of use. They ensure that the website works properly and remember, for example, your preferred settings. We can also optimize our website with them. You can opt-out of cookies by setting your internet browser so that it no longer stores cookies. Additionally, you can also delete all information previously stored through the settings of your browser.

You have the right to access, correct, or delete your personal data. In addition, you have the right to withdraw your consent to data processing or to object to the processing of your personal data by TipiDocs BV, and you have the right to data portability. This means that you can submit a request to us to send the personal data we have about you in a computer file to you or another organization named by you. You can send a request for access, correction, deletion, data transfer of your personal data or request for withdrawal of your consent or objection to the processing of your personal data to [privacy@godocly.com](mailto:privacy@godocly.com). To ensure that the request for access has been made by you, we ask you to send a copy of your ID with the request. In this copy, black out your passport photo, MRZ (machine-readable zone, the strip with numbers at the bottom of the passport), passport number, and Citizen Service Number (BSN). This is to protect your privacy. We respond as quickly as possible, but within four weeks, to your request. TipiDocs BV would also like to point out that you have the opportunity to file a complaint with the national supervisory authority, the Dutch Data Protection Authority. This can be done via the following link: <https://autoriteitpersoonsgegevens.nl/en/contact-dutch-dpa/report-something>

### *How we secure personal data*

TipiDocs BV takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure, and unauthorized modification. If you have the impression that your data is not properly secured or there are indications of abuse, please contact our customer service or via [privacy@godocly.com](mailto:privacy@godocly.com).