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# Privacy Policy LM Systems

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No part of this publication may be reproduced, stored in an automated retrieval system or transmitted in any form or by any means, either electronic, mechanical, by photocopying, recording or otherwise, without the prior written permission of LM Systems.

LM Systems attaches great importance to the careful handling of personal data. We therefore process and protect personal data with the utmost care. If you feel that your data is not secure or there are signs of misuse, please contact us; the contact information is given at the bottom of this privacy policy.

When processing personal data, we comply with the requirements of the GDPR. That means, among other things, that we:

- clearly state the purposes for which we process personal data. do that through this privacy policy;
- limit our collection of personal data to only the personal data needed for legitimate purposes;
- ask you first for your explicit consent to process your personal data where this consent is required;
- adopt appropriate security measures to protect your personal data and also require that from parties who process your personal data on our instructions
- respect your right to access, rectify or erase your personal data on request.

LM Systems is the controller for data processing. In this privacy statement we explain what personal data we collect and use and for what purpose. We recommend that you read it carefully. This privacy policy was last amended on 6 July 2018.

### **Use of personal data**

By using our products and services you transmit certain data to us. This may include personal data. We only store and use the personal data that is directly provided by you, in accordance with the services requested by you, or that is clearly intended for processing by us at the time of submission.

We use the following data for the purposes stated in this privacy statement (points 1 to 4 below):

- Name and address
- Telephone number
- E-mail address

## 1) Registration

We keep your data to contact you on matters concerning the performance of the agreement, invoicing, deliveries and payment, and to provide an overview of the products and services you have purchased from us or requested. We will not pass on the linked data to third parties unless this is necessary for the performance of the agreement you enter into with us, or if this is required by law. In the event of a suspicion of fraud or misuse of our website, we may pass on personal data to the competent authorities.

## 2) Advertising

In addition to the information on our website, we may inform you about our new products and services:

- by post
- by e-mail
- by telephone

## 3) Newsletter/mailing

We offer a newsletter to provide interested parties with news about our products, services, and related matters. Your e-mail address will only be added to the list of subscribers with your explicit permission. Each newsletter contains a link to unsubscribe. The subscriber file of the newsletter will not be given to third parties.

## 4) Contact form

If you fill in a contact form on the website, or send us an e-mail, the data you send us will be kept for as long as the nature of the form or the content of your e-mail requires for its full response and settlement.

## Further information

### Publication

We do not publish your data.

### Disclosure to third parties

Your personal data is only shared with parties that have a legitimate interest in viewing it, have a legal obligation to view it, or which are important to the performance of the agreement. Even then, data is only shared if strictly necessary. Your data is not shared with parties outside the European Union

## **Use of cookies**

LM Systems only places cookies that are necessary for the website to function correctly. Use is also made of cookies whose effect is less directly apparent, such as Google Analytics cookies. We use anonymized data to improve your website experience. Without this information we cannot improve our website.

Cookies that are placed for analytical purposes or for advertisements are also referred to as 'third party cookies'. They are not placed by us, but by the partners we work with. For this reason, we cannot take responsibility for them. If you do not want to use cookies, you can disable them via your own browser.

To measure the business use of our website, we use the Leadinfo service from Capelle aan den IJssel. This service shows us company names and addresses based on IP addresses of our visitors. The IP address is not shown.

## **Which cookies do we use?**

A brief overview of the cookies we place.

### **Analytical cookies**

We use Google Analytics to analyze how many visitors our website has and which pages they view. Google Analytics places cookies for this purpose. We use this anonymized information to improve our service.

### **Functional cookies**

We use these cookies to recognize your computer (or smartphone, tablet etc.). Without these cookies, certain parts of the website cannot be used properly. We use the cookies to recognize certain preferences or settings that provide you with the right experience.

### **Session Cookies**

A session cookie enables us to see which parts of the website you have viewed during your visit. That makes it possible for us to adapt our service to your browsing behaviour. Session cookies are automatically deleted as soon as you close your web browser.

### **Advertising cookies**

We do not use Advertising Cookies.

### **Tracking cookies**

We do use tracking cookies.

### **Disabling cookies through your browser settings**

If you wish, you can disable cookies. You can do this yourself by adjusting the settings of your internet browser. Select the browser you are using below and follow the instructions for disabling cookies.

Please note: if you visit our website using different browsers, you will need to disable cookies for each browser separately.

### **Data protection**

We take appropriate security measures to prevent the misuse of and unauthorized access to your personal data.

### **Third party websites**

This privacy policy does not apply to websites of third parties that are linked to our website. We recommend that you read the Privacy Policies of these websites before using them.

### **Amendments to this privacy policy**

We reserve the right to make amendments to this privacy policy. We advise you to consult this Privacy Policy regularly so that you are aware of any amendments to it.

### **Accessing and rectifying your data**

For questions about our privacy policy or questions regarding access to and rectification or erasure of your personal data, you can contact us at any time using the following information.

We will contact you in response to your message. We aim to meet your request within one month, unless it is complex. In that case, we operate a lead time of three months. We will inform you of this within one month.

### **LM Systems**

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