

## **Privacy and Cookie Policy, ICT Group (Raster Products is part of ICT Group)**

### **What are Cookies?**

According to the Dutch Data Protection Authority (AP/Autoriteit Persoonsgegevens), 'Cookies are small files that the website operator places on a user's device, such as a computer, telephone or tablet. Using cookies, information can be gathered or stored about the website visit or about the user and the user's device.'

### **Applicable laws and regulations**

There are statutory regulations pertaining to the use of cookies.

The main rules for placing cookies are laid down in the Dutch Telecommunications Act (Dutch: Telecommunicatiewet/Tw). Under Article 11.7a of the Dutch Telecommunications Act (Tw), a website operator must inform internet users about the placing of and/or reading of cookies on their device (such as their computer, laptop or smartphone). The website operator must, in many cases, subsequently ask for the user's consent in order to do so.

There are exceptions to the consent requirement. For example, if the cookies are technically essential for the website to work properly. These can include certain analytical cookies, which ensure that better insight is gained in our website's functionality. The Dutch Telecommunications Act was amended on 11 March 2015. A website operator no longer requires user consent for the placement of analytical cookies, provided these cookies are only used to count the number of visitors to the site. If analytical cookies are not used to treat people differently, there are barely any consequences with regard to the privacy of visitors to the website, and consent from the users of the website is no longer essential.

For tracking cookies (in combination with other data gathered about the website visit), the Dutch Data Protection Act (WBP) also applies.

The main requirements are that:

- there is a 'basis' for processing the data
- visitors are informed promptly and adequately about:
  - the type of personal data that the website operator processes
  - the legitimate purposes for which the website operator will process (or further process) the data
  - the type of companies to which the website operator provides the personal data
  - and
  - the retention period of the data
- the website operator secures the personal data effectively.

The ICT website uses special internet software ('cookies', 'weblogs' and other similar techniques) to gather certain data concerning the use of the ICT website (such as the IP address, the date and the time of the ICT website visit) in order to align the ICT website as best as possible with the wishes of its visitors and in doing so improve the ICT website. The data is deleted after a certain period of time (see below).

You can set your internet browser to turn off the cookies that are active on your computer.

### **How and when is personal data gathered?**

Personal data is gathered:

- via visits to our websites  
[ICT.eu](http://ICT.eu), [Freelance.ict.nl](http://Freelance.ict.nl), [WERKENBIJICT.BE](http://WERKENBIJICT.BE), [DVTK.org](http://DVTK.org), and [ICT-Hackathon.nl](http://ICT-Hackathon.nl)
- by filling in personal data information or leaving it on one of our websites
- by filling in personal data information or leaving it at one of our branches
- by registering to use our services
- when registering for our activities
- through ICT contracts or other ICT business activities

### **For what purpose is personal data gathered?**

ICT gathers and processes personal data for the following purposes:

- staying attuned to the wishes of visitors to the website/improving the website
- analysis of visitors to the ICT website
- advertisement targeting
- security (identification, combating fraud, facilitating internal control and operating safety)

### **What type of personal data is gathered?**

- IP address
- Username
- Email

### **Explicit consent**

ICT makes use of tracking cookies on the [ICT.eu](http://ICT.eu) and [Freelance.ict.nl](http://Freelance.ict.nl) websites; the website users are asked for their explicit consent.

If no consent is provided, this may result in reduced functionality of the website.

### **How long is personal data kept for?**

- This varies with each cookie.  
This is usually 30 days for Google AdWords tracking, but this period can be extended to up to 540 days.

### **Who can your personal data be shared with?**

Personal data is shared with:

- Other ICT companies
- Facebook, Google and BiZo/LinkedIn, WordPress
- clients, suppliers or subcontractors, government institutions and other business relations.

### **Basis for transfer of personal data**

The transfer of personal data is based on:

- legitimate interest
- statutory obligation and/or
- executing the agreement in accordance with the purposes specified

### **Processing of personal data outside the Netherlands**

Personal data can be transferred to locations outside the Netherlands if and in so far as this is legally permitted.

**Security**

ICT has taken suitable technical and organisational measures to protect personal data, and where necessary asks the same of its business partners.

**Policy adjustment**

ICT may adjust this privacy and cookie policy from time to time.

The most recent version can be accessed on the ICT website via the hyperlink 'Privacy and Cookie Policy'. If and in so far as you transfer personal; data to ICT, we recommend that you regularly check the 'Privacy and Cookie Policy', which is available on the ICT website.

If you have any questions regarding the ICT privacy and cookie policy, please contact ICT by post, email or telephone, using the following information:

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