

Privacy and Cookie Statement

The following privacy policy is applicable to all website visits and agreements with

4 Words, Rabroekenweg 9b, 7942 JE Meppel, Netherlands, registered with the Chamber of Commerce under the number 04083008

Version: 2018-05-16, v1.0

We respect the privacy of the visitors to our website and ensure that the personal data that you provide are treated confidentially. How precisely we do this, and what personal data on you we collect for what purposes, is explained below.

Use of personal data

When you use our website www.4words.nl, we receive certain data about you. These can be personal data. We store and use only the personal data provided by you directly as part of your request for services (for example, via the contact form), or which are clearly provided to us for processing at the time of the input. We do not use your personal data for any other purposes unless you have given your prior consent to their use, or if we may or are obliged to do so on the grounds of the law or the agreement.

Purposes of use

In order to be able to provide you with an optimum service, it is necessary in certain cases for **4 Words** to store your personal data. **4 Words** uses your personal data for:

- Customer relations management, including making contact with you if you have requested such a contact;

Description of the personal data

The above purposes require that we process the following personal data about you:

- Name and address;
- Company name;
- Function;
- Gender;
- E-mail address;
- (Mobile) phone number;
- IP address;
- Technical browser information;
- Cookie ID.

Storage periods

Your personal data are not stored for longer than is necessary to achieve the purposes described in this privacy and cookie statement.

Confidentiality & disclosure to third parties

We treat your personal data confidentially. We do not disclose the personal data that we collect via our website to third parties for the direct marketing purposes of these parties. Furthermore, we do not disclose the data provided by you to other parties unless you have given your prior consent, if it is necessary within the framework of the execution of the agreement, or if we may or are obliged to do so on the grounds of the law or the agreement.

Data protection

4 Words makes use of strict security procedures to protect the processed data, in particular to prevent unauthorised persons gaining unintentional access to these data. In this way we ensure that only the necessary persons have access to your data and that access to your personal data is restricted. We use a TLS connection for this in all cases.

Cookies

On our website, cookies are used to determine the country you come from, and hence to offer you the website in the right language. Cookies are small information files that can be automatically stored on or read out from your device (such as PC, tablet or smartphone) during your visit to a website. This is performed via the web browser on the device. The information that a cookie obtains on your use of the website can be transferred to **4 Words'** own secure servers or to those of a third party.

On our website, cookies are used to:

- Provide the functions of the website and to protect the website;
- Analyse the use of the website as a basis for improving the website.

Technical or functional cookies

The primary purpose of cookies is to save you time and effort. If, for example, you adapt a web page to your personal preferences of when you navigate on a website, cookies save the chosen settings and preferences for future use. If you visit the website again later, the previously entered data can be retrieved by the cookies so that you can simply use the possibilities offered by the website using your earlier settings. We use the following technical cookies:

Enabling and disabling cookies

You can choose to accept cookies or not. In most browsers, cookies are automatically accepted, but generally you can change the settings of your browser so that cookies are not accepted (see your browser Help page for exact instructions). If you choose not to accept cookies, you may not be able to make full use of interactive possibilities of this website or of other websites that you visit.

Deletion of cookies

Most cookies have an expiry date. This means that they expire automatically after a certain period of time and then no longer register data on your website visits. You can also choose to delete the cookies manually before the expiry date. Refer to the instructions on your browser for further information on this.

Your legal rights

If you have any questions or would like to know what personal data we have about you, you can contact us at any time. You can do that by contacting us via the **contact form**, by sending us an e-mail to **info@4words.nl**, or by telephone via **+31 (0)6-50281819** from Monday to Friday between 9.00 a.m. and 5.00 p.m.

You have the following rights:

- To demand information on the personal data we have about you, and what we do with them;
- To inspect the precise personal data that we have;
- To have errors corrected;
- To have outdated personal data deleted;
- To withdraw your consent;
- To object to a specific use.
- To object to the transferability of data.

Please take care to indicate clearly who you are so that we can be sure that we don't change or delete data on the wrong person.

[Amendments to this privacy and cookie statement](#)

We reserve the right to amend this privacy and cookie statement at any time without prior notice. Amendments will be published on our website. It is therefore advisable to consult this policy at regular intervals in order to keep up-to-date with any amendments.

[Contact data](#)

4 Words

Rabroekenweg 9b, Meppel, Netherlands

Commercial Register No.: 04083008

[Data Protection Authority](#)

We are naturally willing to help you if you have any complaints about the processing of your personal data. The existing privacy legislation gives you the right to submit a complaint to the Data Protection Authority about our processing of your personal data. You can appeal to the Data Protection Authority via this [contact](#).