

Privacy and cookie statement of Knowies

This privacy and cookie statement was last updated on [12/8/2020]

Knowies is an online knowledge platform that links worldwide knowledge to users of our platform, but also makes the knowledge of users transparent. In this manner, the existing knowledge is safeguarded and new knowledge is made available. When using Knowies, various categories of personal data is processed. Through this privacy and cookie statement we inform you of what we do with your personal data.

Our privacy and cookie statement in short:

When processing personal data, we comply with the privacy legislation. This means inter alia that we will:

- **Clearly record our purposes** by means of this privacy and cookie statement before we process your personal data.
- **Save as little personal data as possible** and only the data that is necessary for our purposes.
- **Expressly request permission** for the processing of your personal data, if permission is mandatory.
- **Take the security measures required** for the protection of your personal data. We also impose these obligations on parties that process personal data for us.
- **Respect your rights**, such as your right of access to, rectification of or removal of personal data.

For what purposes do we use your personal data?

When you use our platform, we obtain various categories of personal data from you. We state for each purpose what data we obtain from you, what the basis of such data collection is, and what retention period applies.

Creating an account

You can create an account for the use of our services. Following registration, we will save the personal data provided by you to your account. We will save this data in the context of the provision of our services (performance of the agreement).

It concerns the following data:

- Name
- Email address
- Country

We will retain your personal data until you cancel the account. We will retain some data for longer if we are required by law to do this.

Profile page

You can complete your profile page yourself. You can compose the page on the basis of the data that you enter. We process this data in the context of the provision of our services (performance of the agreement).

It concerns the following data:

- Name
- Gender
- Profile image
- Date of birth
- Email address

- Place
- Country
- Job
- Education
- Background information
- Preferences
- Skills
- Knowledge
- Experience
- Other information added by you to your profile page

We will retain your personal data until you cancel the account. We will retain some data for longer if we are required by law to do this.

Contacting us

When you send us an email, send a completed contact form, or contact us in another way, you accept our offer to contact us (performance of the agreement). We process the following personal data for this purpose:

- Name
- Email address
- Any information that you personally complete as message content

We will retain your data for as long as this is necessary for this contact or for a maximum of 2 years after we have been in contact with you for the last time.

We use reCAPTCHA to prevent misuse of our contact forms by sending spam. The following is verified when you state that you are not a robot:

- How quickly the form is completed.
- Which mouse movements are made during completion of the form.
- What the IP address is of the person who completes the form.

This data is analysed by Google LLC. From this analysis, Google deduces whether it concerns a legitimate visitor or a robot. A genuine visitor only has to tick the box to confirm that he or she is not a robot. Subsequently the message can be sent to the recipient by means of the form. We refer to the [Google privacy policy](#) for further information.

Publication of messages

You can publish articles of third parties on our platform, but also personally leave messages. We process the data that you personally place on our platform in the context of the provision of our services (performance of the agreement).

It concerns the following personal data:

- User name
- Profile image
- Any information that you personally complete as message content

We will save your data for as long as we deem this necessary for the provision of our services.

Applying for a job

If you responded to one of our job vacancies or sent an unsolicited job application, we will process your personal data to deal with your job application and for the preparation of any employment contract to be concluded. For this purpose, we will use your:

- Name

- Contact and address details
- Curriculum Vitae
- Motivation letter
- Salary indication
- References

We will save your job application details for a maximum of 6 weeks after the position was filled. We will save this data so we will be able to contact you if the position becomes vacant again within the probationary period. If we cannot offer you a position at this time, we can – with your permission – save the job application details for one more year. You can withdraw your permission at any time by sending an email. If you start working for us, we will save your job application details in your personnel file. This file will be retained for as long as necessary, and for a maximum of two years after commencement of employment where the job application details are concerned.

Profiling

We will draw up your profile on the basis of the articles that you publish, your interests, skills, and qualities. This is an important part of our services. In this manner, third parties will be able to see what subjects you are interested in. This is also in your interest, as you can exchange ideas regarding specific subjects with other users of our platform who have the same interests.

If you object to us drawing up your profile, you can make this known to us. Please do not hesitate to contact us for this purpose. You can find our contact details at the end of this document.

When can we share your personal data with third parties?

Knowies only shares your personal data with third parties if this is permitted on the basis of current legislation. We may provide your personal data to third parties because:

- We have engaged them for the processing of specific personal data.
- This is necessary for the performance of the agreement concluded with you.
- You provide permission for this.
- We have a justified interest in doing so.
- We are required by law to do this (for example, if the police require this in case of a suspected offence).

The parties that process personal data on our or on your instructions are:

- IT suppliers and IT service providers
- Cookie suppliers
- Marketing companies

Cookies

We use our own cookies and third party cookies on our website. Cookies are small text files that can be automatically saved to or read on the device (such as a PC, tablet or smartphone) of the visitor during a visit to a website. This is done by means of the web browser on the device. Knowies uses cookies for:

- Enabling the functionalities of the website (technical or functional cookies).
- Analysing the use of the website and improving the website on the basis of such analysis (analytical cookies).

These cookies collect your following data:

- IP address
- Cookie ID
- Website behaviour and clicking behaviour

- Referrer URL

When you visit our website for the first time, we will show a notice with an explanation about cookies. Insofar as we are obliged to do this, we will then request your permission for the use of cookies.

We can use the following cookies:

Cookie	Type	Purpose	Retention period
Google Tag Manager Google LLC, United States Privacy Shield Privacy statement	Functional	With these cookies we can easily install Google plug-ins and cookies on our website.	Session
Google Analytics Google LLC, United States Privacy Shield Privacy statement	Analytical	Cookies are placed to gain insight into the visitor's behaviour and to improve the user experience on the basis of this insight. This means we: <ul style="list-style-type: none"> - have concluded a processing agreement with Google; - only provide Google with masked IP addresses; - do not share any further data with Google; 	No more than 2 years
Crazy Egg, Inc La Mirada, CA Privacy Shield	Analytical	Cookies are placed to gain insight into the visitor's behaviour and to improve the user experience on the basis of this insight. This means we: <ul style="list-style-type: none"> - have concluded a processing agreement with Crazy Egg; - only provide Crazy Egg with masked IP addresses; - do not share any further data with 	No more than 2 years

		Crazy Egg;	
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Enabling and disabling cookies

You can set your browser in such a manner that saving cookies is only accepted if you agree to this. Please consult the manual of your web browser for further information. Note that many websites do not work in the best possible way if the cookies have been disabled.

Removal of cookies

Most cookies have a best-before date. If a best-before date is set, the cookie will be automatically removed when this best-before date expires. You can also decide to remove the cookies manually prior to the expiry of the best-before date. Please consult the manual of your browser

Is your personal data secured?

Knowies takes appropriate technical and organisational measures with regard to the personal data processing operations to be executed, against loss or against any form of unlawful processing (such as unauthorised access to, impairment of, change to or provision of the personal data).

What are your privacy rights?

If you have any questions or if you want to know what personal data we have concerning you, you can always contact us. You can find our contact details at the end of this document.

You have the following rights:

- **Right of access:** you have the right to access the personal data that we process of you;
- **Right to rectification:** you have the right to rectify or supplement the personal data that we process of you if this data is incorrect or incomplete.
- **Right to object:** you can object to the processing of your personal data and to direct marketing.
- **Right to removal:** you can request that we remove your personal data.
- **Right of withdrawal of your permission:** if you have given permission to us for processing personal data, you can withdraw this permission at any time.
- **Right to data portability:** if this is technically possible, you will have the right to have the personal data that we process of you transferred to a third party.
- **Right to restriction of the processing:** in some cases you can request that the processing of your personal data is restricted (whether or not temporarily).

We may ask you to furnish proof of ID when you make such a request. We will ask this to ensure that you are the proper person to whom the personal data belongs.

In principle, we will meet your request within 30 days. However, this period can be extended if there are reasons related to specific privacy rights or the complexity of the request. We will inform you in a timely manner if we will extend this period.

Amendments to this privacy and cookie statement

If our services change, we will of course have to adjust our privacy and cookie statement as well. For this reason, we recommend that you regularly consult this privacy and cookie statement for the latest information.

Dutch Data Protection Authority

If you think that we do not help you in a correct manner when you ask us any questions regarding your privacy, you have the right to lodge a complaint with the supervisory authority, the [Dutch Data Protection Authority \(Autoriteit Persoonsgegevens\)](#).

Contact details

If you have any questions about our privacy and cookie statement or questions with regard to your rights, you can always contact us via the details below:

Knowies B.V.
Westplein 12
3016 BM Rotterdam