

## PRIVACY STATEMENT

The website [www.timemoto.com](http://www.timemoto.com) ("TimeMoto.com") is owned and operated by Safescan BV. This policy, together with our Terms of Service, explain how TimeMoto.com may use information we collect about you, as well as your rights over any personal information we hold about you. Please read this policy and our Terms of Service carefully; by accessing the TimeMoto® website you confirm to have understood and agreed to them.

### INFORMATION WE COLLECT ABOUT YOU

The information we learn from customers helps us personalize and continually improve your experience at Timemoto.com. We use the information to:

- Handle orders, deliver products and services;
- Process payments and voucher codes;
- Communicate with you about orders, products, services and promotional offers;
- Update our data-records and generally maintain your accounts with us;
- Display content such as wish lists, customer reviews, product advisor and product comparison manager;
- Recommend additional products and services that might be of interest to you;
- Prevent or detect fraud or abuses of our website and enable third parties to carry out technical, logistical or other functions on our behalf.

### TYPES OF INFORMATION WE GATHER

We receive and store information you enter on Timemoto.com like, name, address, e-mail address, phone number(s) and any information you enter on our website or give us, such as attendance data, presence, absence, project clocking, holiday and sick leave.

### AUTOMATIC INFORMATION

We receive and store certain types of information whenever you interact with us. For example, like many websites, we use "cookies" and we obtain certain types of information when your Web browser accesses TimeMoto.com. A number of companies offer utilities designed to help you visit websites anonymously. Although we will not be able to provide you with a personalized experience at TimeMoto.com if we cannot recognize you, we want you to be aware that these tools exist.

### E-MAIL COMMUNICATIONS

To help us make e-mails more useful and interesting, we often receive a confirmation when you open an e-mail from TimeMoto.com if your computer supports such capabilities. If you do not want to receive e-mail or other mail from us, please use the unsubscribe feature provided in the email.

### USING OR SHARING YOUR INFORMATION

The storage of this personal data takes place during the period that the Person Responsible makes use of the TimeMoto® service, pursuant to the underlying contract. We do not transfer your information to a third country or international organisation. TimeMoto.com shares customer information only as described below.

### AGENTS

We employ other companies and individuals to perform functions on our behalf. Examples include fulfilling orders, delivering packages, sending postal mail and e-mail, removing repetitive information from customer lists, analysing data, providing marketing assistance, processing credit card payments and providing customer service. They have access to personal information needed to perform their functions, but may not use it for other purposes. Further, they must process the personal information in accordance with this Privacy Notice for which they have signed a sub-processing agreement.

### PROTECTION OF TIMEMOTO.COM

We release account and other personal information when we believe release is appropriate to comply with law, to enforce or apply our Terms of Use and other agreements or to protect the rights, property or safety of TimeMoto.com,

our users or others. Where processing is to be carried out by third parties on behalf of TimeMoto®, a sub-processing agreement will be signed with these parties. This includes exchanging information with other companies and organizations for fraud protection and credit risk reduction. Obviously, however, this does not include selling, renting, sharing or otherwise disclosing personally identifiable information from customers for commercial purposes in a way that is contrary to the commitments made in this Privacy Notice.

## SECURITY

Safescan takes appropriate technical and organisational measures to secure personal data against loss or any form of unlawful processing. These measures offer an appropriate security level, taking into account the state of the technology, the implementation costs and also the nature, the scale, the context and the processing purposes. The measures are also intended to prevent unnecessary collection and further processing of personal data. The Person Responsible is entitled at all times to request an up-to-date summary of the organisational and technical security measures that Safescan undertakes to accomplish this appropriate level of security. The security measures intended in this articles shall be deemed in any case to include (i) measures regarding the physical access to the hardware (ii) measures regarding the physical access to the office of the external IT partner of Safescan, (iii) measures regarding the access control at server level, (iv) measures regarding the access control at data level and (v) measures regarding the copying methods and security.

When you register online you can access your TimeMoto® account and select whether or not to receive any newsletters. To change your contact preferences simply click “My Account” in the top frame and click “Contact details”. If you do not want to receive commercial communications from us, de-select the option ‘Receive TimeMoto Newsletter’.

## WHAT IS A COOKIE

Cookies are text files containing small amounts of information, which are downloaded to your personal computer, mobile or other device when you visit a website. Cookies are then sent back to the originating Website on each subsequent visit, or to another website that recognizes that cookie. Cookies are useful because they allow a website to recognize a user's device. You can find more information about cookies at [www.allaboutcookies.org](http://www.allaboutcookies.org) and [www.youronlinechoices.eu](http://www.youronlinechoices.eu).

### Cookies used on the Website

A list of all the cookies used on the Website by category is set out below.

- Strictly necessary cookies
- Performance cookies
- Functionality cookies
- Targeting or advertising cookies
- Using browser settings to manage cookies

However, because cookies allow you to take advantage of some of the Website's essential features, we recommend you leave them turned on. For example, if you block or otherwise reject cookies you will not be able to add items to your Shopping Basket, proceed to Checkout, or use any of our products and services that require you to Sign in. If you leave cookies turned on, remember to sign off when you finish using a shared computer.

## DISCLOSING YOUR INFORMATION

We will never disclose your information to anyone outside TimeMoto® except where we have your consent; where we are required or permitted to do so by law; to other companies who provide a service to us; or any successors in title to our business.

## OTHER WEBSITES

The Website may contain links to other sites which are outside our control and not covered by this policy. The operators of these sites may collect information from you that will be used by them in accordance with their policy, which may differ from ours.



#### **CHANGES TO OUR POLICY**

This policy replaces all previous versions and is correct as of May 2018. We reserve the right to change the policy at any time.

#### **QUESTIONS OR REQUESTS REGARDING YOUR INFORMATION?**

You can peruse and amend your data via the 'My Account' section of Timemoto.com or you can request us for perusal of and rectification or deletion of the data collected by us or restriction of the processing concerned.

Furthermore, you can raise an objection to the processing and request a transfer of the data.

You can send such a request to [privacy@safescan.com](mailto:privacy@safescan.com).

In addition, you can contact the National Data Protection Authority if you have a complaint.