

Privacy Statement LIOC Patents & Trademarks

Protecting your privacy and securing the information that can directly or indirectly be used to identify a natural person (hereafter 'Personal Data') is important to us.

Therefore, we protect your Data and handle it carefully when we deliver our services. This Privacy Statement serves to inform you about the way LIOC Patents & Trademarks (hereafter 'LIOC') collects and uses Personal Data. When this Privacy statement mentions 'LIOC', 'we', 'us' or 'our', this refers to the company LIOC. LIOC determines the purposes and means of the processing of your Personal Data and thus acts as a Controller under the EU General Data Protection Regulation (hereafter 'GDPR').

Contact details

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1. Does this Privacy Statement apply to you?

This Privacy Statement applies to you in case you have a (potential) client relationship with LIOC, have e-mail or phone contact with LIOC, visit the website www.lioc.nl or (sub)pages thereof and/or fill in the online contact form. This Statement also applies to you when you apply for a job at LIOC.

2. What Personal Data does LIOC process?

In order to deliver our services and carry out our business activities, the processing of Personal Data is required. Without this Data we are not able to deliver the requested services. By using our services, you normally directly or indirectly provide LIOC with the following Personal Data:

- **Name and address data:** surname and full official names, address, postal code, domicile;
- **Other contact details:** e-mail address, telephone number;
- **Business information** that follows from the Chamber of Commerce's extract of your business data and possibly from other provided business documents, if applicable;
- **Identification information**, provided that this is explicitly requested by us, in order to deliver our services for specific purposes that require this information;
- **Financial information:** bank account number, invoices and related correspondence and payment status;
- **Personal Data of others** that you provide to us, e.g. contact details or other data of for instance the contact person within your organization, employees or your co-applicants or -inventors. We emphasize that it is your own responsibility to verify if the people whose Personal Data you share agree with this;
- **Other Personal Data** that you provide to us during your communication with us;
- **Automatically generated information** when you visit our website: your IP address, unique device/user ID, system and browser type and data regarding your surfing behavior, such as date and time stamps, referring website addresses, pages you accessed on our Website, click-stream information and dates, times and locations of your online actions. This information is processed through Google Analytics.

In order to be able to enter into an agreement with LIOC, providing your contact details, business information (if applicable) and financial information is a necessary condition.

3. What Personal Data of job applicants does LIOC process?

LIOC processes the following Personal Data of job applicants:

- **Name and address data:** surname and name(s), initials, entitlement, address, postal code, domicile;
- **Other contact details:** e-mail address, telephone number;
- Nationality, date of birth and place of birth;
- Curriculum Vitae, educational background (possibly including copies of diplomas, certificates and/or attestations), reference documents and motivation letter;
- Digital and written communication with the job applicant and notes of the job interview(s);
- A personality analysis report, based on a possible assessment that the applicant takes at the request of LIOC;
- Practical data such as data regarding the availability of the applicant and data regarding commuting expenses;
- Other data of job applicants that requires processing by LIOC based on the applicable law and regulations.

LIOC will store your Personal Data until four weeks after the end of the application procedure. In some cases, we will keep your Personal Data in our portfolio for one year after the end of the application procedure, but only after you have given us explicit consent to do so. This gives LIOC the possibility to reach out to you for possible future job opportunities. If you will become an employee at LIOC, your Personal Data will become part of your personnel record.

4. Why does LIOC process Personal Data?

LIOC processes Personal Data when this is necessary for its business management. The legal grounds for the processing of your Personal Data and the business purposes that we process your Personal Data for are mentioned below.

Legal grounds

LIOC will only collect, use, store or otherwise process your Personal Data in case this processing is based on one of the legal grounds listed below:

1. The processing is necessary to perform an agreement between LIOC and you;
2. The processing is necessary for us to comply with legal obligations that LIOC is subject to;
3. The processing is necessary for the legitimate interests of LIOC or a third party (except for situations wherein such interests are overridden by your interests or fundamental rights and freedoms). It concerns the processing of personal Data based on, e.g.:
 - the interest of LIOC to maintain a sustainable relationship with you and to offer you our services;
 - the interest of LIOC to monitor our IT-facilities for security purposes.
 - the interest of LIOC to improve the efficiency of our services by means of statistical analysis.
4. If required/appropriate, we will ask for your consent for the processing for specific purposes.

Business purposes

LIOC will only collect, use, store or otherwise process your Personal Data in case the processing falls within the scope of at least one of the legitimate business purposes listed below:

- Performing agreements/providing our services, including all aspects of the agreement, e.g. registration, acquisition, protection and maintenance of your intellectual property (rights) at the (inter)national official authorities and via (foreign) offices that are instructed by LIOC. This also includes the related correspondence with businesses, private individuals and third parties regarding our services, responding to requests for the provision of (further) information and possible dispute settlement;
- Compliance with legal obligations. This includes the processing of Personal Data in compliance with laws, regulations and guidelines that LIOC is subject to;
- Contact management, e.g. sending newsletters and updates;
- To process your (open) application, in case you apply for a job at LIOC;
- To generate insights on your use of the LIOC website.

5. Who has access to your Personal Data?

LIOC only shares your data with the following parties, under the following circumstances:

- With LIOC employees, if and as far as necessary for the performance of their tasks. If so, access will only be granted if and as far as necessary for the purposes described above and only if the employee is bound by confidentiality.
- With Data Processors, i.e. the parties that process Personal Data on behalf of LIOC. These third parties may only use your Personal Data for the above-mentioned purposes, according to LIOC's instructions. LIOC only works with Data Processors that provide sufficient guarantees to implement appropriate technical and organizational measures and ensure the protection of your rights. This primarily concerns processing that is necessary for the performance of the agreement.
- With parties that LIOC relies upon in the context of its business purposes, mostly for the performance of the agreement, i.e. payment service providers, IT-suppliers and -providers and delivery services.
- If and when required by law, court order or other legal procedures, LIOC shares your Personal Data with legal/governmental institutions.

6. How long does LIOC retain your Personal Data?

We will retain your Personal Data no longer than necessary for the purpose(s) for which we process this Personal Data, and in no case longer than the applicable legal retention period. At the end of the retention period, your Personal Data will be deleted or anonymized, except for situations that require the retainment of (certain) Personal Data for other purposes. In such a case, we will ensure that there is a legal ground for the retainment and that your Personal Data will only be accessible for this purpose.

7. What measures does LIOC take to protect your Personal Data?

In order to protect your Personal Data, LIOC has taken appropriate technical and organizational measures and has integrated the necessary safeguards into the processing, by ensuring that e.g.:

- your Personal Data is (technically) protected against unauthorized access;
- your Personal Data will stay confidential;
- the integrity and availability of your Personal Data will be maintained;
- employees are aware of the GDPR requirements and thus handle your Personal Data carefully; and
- data breaches are reported in accordance with the applicable law.

8. Does LIOC transfer Personal Data abroad?

In certain cases it is required that LIOC transfers your Personal Data to locations abroad, given the nature of our business and the services we provide. In case your Personal Data needs to be transferred to a country outside the European Economic Area, LIOC will ensure that there are appropriate safeguards for this transfer.

9. What rights can you exercise regarding your Personal Data?

Based on the GDPR, you have the following rights in relation to your Personal Data:

- **Right of access:** You can ask LIOC for a copy of the Personal Data we hold about you, so that you can review this information.
- **Right to withdraw consent:** In case you have given LIOC consent for the processing of (specific) Personal Data, you have the right to withdraw your consent at any time.
- **Right to rectification:** You can request the amendment of your Personal Data in case the Data is incomplete/inaccurate.
- **Right to erasure:** You have the right to ask LIOC to erase your Personal Data.
- **Right to restriction of processing:** In certain cases, you are entitled to ask LIOC to (temporarily or permanently) restrict the processing of your Personal Data.

- **Right to data portability:** If technically possible, you have the right to request a transfer of the Personal Data that LIOC holds about you to a third party of your choice.
- **Right to object:** You have the right to object to the processing of your Personal Data, based on your specific situation, in case the processing is based on a legitimate interest.

However, in certain cases we are not obliged to (fully) comply with your request. This is because certain rights might be conditional, your rights and request to exercise these rights need to be balanced against our rights and obligations to process your Personal Data or because of the protection of the rights and freedoms of others.

10. Does LIOC use cookies or profiling/automatic decision-making tools?

No, LIOC does not use cookies or profiling/automatic decision-making tools on its website.

11. What to do in case you have questions or complaints?

Questions or complaints about the processing of your Personal Data can be addressed to LIOC, via the contact details as mentioned on the first page of this Privacy Statement. You also have the right to file a complaint about the processing of your Personal Data with the Dutch Data Protection Authority.

12. Will this Privacy Statement be updated?

This Privacy Statement may be updated/adjusted from time to time. In case such adjustments have a serious impact, LIOC will inform you about this. On our website you will find the most recent version of this Privacy Statement, including the latest adjustments. Therefore, it is recommended to regularly consult the Privacy Statement as provided online.

Last update: February 2021