

## PRIVACY STATEMENT

Liquid Development C.V. offers an online tool to visualize social connections and relationships in a group, class or team. At Liquid Development, we feel it is very important to protect the privacy of our subscribers and users.

In this privacy statement we intend to explain which types of personal data are processed by Liquid Development and for what purposes. The various commitments undertaken by Liquid Development to protect and secure personal data can also be found here.

We are also affiliated to the [Privacy Covenant for education](#).

### Which types of personal data are processed, and why

Liquid Development processes personal data about you when you use our services. You provide these personal data yourself. Below is an overview of the data we process:

#### Contact details and payment details

To become a member of Sometics, you must enter contact details (such as name, place of residence, email address). Such data is required to execute the agreement, to provide customer support and to keep you informed of any changes to our subscriptions or products. If you decide to take a paid subscription, we also process payment details, which we reduce to the minimum to be able to provide a legally valid invoice.

#### Login details

To secure your account including your personal data, we provide a personal account which is protected with a username and password. You choose your password yourself, which is preferably not easy to guess and long enough (preferably 12 characters or more).

#### Data in use

The data you enter when using our digital services is processed to store personal settings. Furthermore, with this data we can provide a detailed analysis of your group. If you use our service via an organization (school, sports club, health care institution, etc.), data about the organization and the group participants (class, sports team, etc.) will also be processed.

#### Data on user computer systems

Liquid Development processes visitor IP addresses to process user statistics and prevent misuse (for instance by overloading the network, gaining unauthorized access or attempting to do so). In addition, Liquid Development can identify certain data on user computer systems (such as the type of operating system and web browser) to ensure a quick solution to any technical problems. Liquid Development only uses the personal data for its stated purposes and to ensure compliance with any applicable legal requirement.

### Special and / or sensitive personal data that we process

If you use the passport photo functionality of Sometics, Liquid Development processes C.V. indirectly the following special and / or sensitive personal data:

- Race

Note: If the group members are 16 years or younger, explicit permission must be given by the parent (s) / caretakers before the passport photos are uploaded.

## What are cookies and why Liquid Development uses them

Cookies are tiny data files that are created when visiting a website and can be stored on or read out from a user device such as a PC, tablet or smartphone. This process is resolved automatically through the web browser. Cookies and comparable technologies which store and/or read out information on a device can be used by Liquid Development to enable website functionalities. This includes storing preferences or login status, so that users do not need to enter this information manually time and again.

## Does Liquid Development provide personal data to third parties?

Liquid Development will not make any personal data processed during the use of its digital learning tools available to third parties, unless:

- this is necessary for carrying out the order
- the subscriber grants written permission
- Liquid Development is under a legal requirement to provide the data

Liquid Development uses professional suppliers to guarantee optimal quality, availability and security of its online tools. Liquid Development has entered into contractual arrangements with all its suppliers processing personal data, so as to guarantee that the data will not be processed for any other purposes than specified in this privacy statement and that it will be protected against loss and unlawful processing.

## How Liquid Development protects personal data

Liquid Development and all its suppliers take appropriate security measures to protect personal data against loss and unlawful processing. Liquid Development takes, among other things, the following measures:

- Every web application from Liquid Development is secured using encryption technology (SSL / TLS) to secure the exchange of data with Liquid Development.
- There are daily backups to prevent data loss. These backups are encrypted using AES-256 encryption. The keys are in the possession of Liquid Development, and never leave our office.
- Liquid Development has an authorization policy in place to ensure that employees only have access to personal data in so far as this is necessary for the purposes of their work.

## View, change and delete personal data

You can send a request to remove your account (including your personal data) in the administration section. This request will be executed by us as soon as possible, within one month at the latest. If it is not possible to use the administration section, you can send a request to [info@liquid-development.com](mailto:info@liquid-development.com). To verify your identity, we ask you to send a copy of your ID \*.

You can also request Liquid Development at any time to send an overview of all personal data that we process. Send this request to [info@liquid-development.com](mailto:info@liquid-development.com). To verify your identity, we ask you to send a copy of your ID \*.

## Objection to processing personal data

If you wish that Liquid Development stops with processing of your personal data, please send a request to [info@liquid-development.com](mailto:info@liquid-development.com). To verify your identity, we ask you to send a copy of your ID \*. Please note: since the processing of personal data is necessary for our service, after withdrawal of the authorization it will no longer be possible to use our services.

## How long Liquid Development stores your data

Liquid Development will keep your personal data until you place a request to remove your account in the administration section. If you do not have the possibility to submit this request via the administration section, please send a request for deletion to [info@liquid-development.com](mailto:info@liquid-development.com). To verify your identity, we ask you to send a copy of your ID \*.

Note: if you have purchased one or more subscriptions with this account, the necessary purchase and invoice data will remain in our system. This storage is necessary because of the statutory minimum storage period for the Dutch tax authorities (7 years). After this term, the purchase and invoice data will also be deleted.

If you do not use our services for 7 years, we will also delete all your personal data.

## Appealing to the Dutch Data Protection Authority

If you have a complaint about the processing of your personal data by Liquid Development, please contact us at [info@liquid-development.com](mailto:info@liquid-development.com). If this contact does not offer a solution, you can contact the [Dutch Data Protection Authority](#).

## Is there a possibility that this privacy statement will be changed?

It is possible that this Privacy Statement will be extended or amended in the future. All changes will be published on this website.

## Contact details

If you have questions or comments about this privacy statement, you can contact us via:

E-mail: [info@liquid-development.com](mailto:info@liquid-development.com)

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Version 1.4 (Last revised on 30 March 2018)

*\* = Hide the Citizen Service Number (BSN), MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and your passport photo in the copy of your ID. This is to protect your privacy.*