

## **Privacy Disclaimer of ScriptBook**

This version is in effect since the 23<sup>rd</sup> of February 2015

### **1. Website practices**

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This Privacy Disclaimer describes how the **private limited liability company incorporated under Belgian law “Scriptbook”**, with registered offices at BE–9160 Lokeren (Belgium), Gasstraat 37W8, registered at the Register of Legal Entities of Antwerp, section Antwerp, under the number 0567.613.217 and known by the VAT administration under the number BE 0567.613.217 (hereinafter “Scriptbook”) receives and collects information through her website <http://www.scriptbook.io> (hereinafter the “Website”).

A visitor of the Website (hereafter “Visitor” or “you” or “your”) does not have to submit any personal information in order to use the Website. The Website collects only personally identifiable information that is specifically and voluntarily provided by the Visitors. Such information may consist of, but is not limited to, Visitors’ name, email address, telephone number, country and profile.

Scriptbook does not collect sensitive information (e.g., data relating to race or ethnic origin, religious beliefs, criminal record, physical or mental health, or sexual orientation) from Visitors. Scriptbook shall, where necessary, obtain your explicit consent to collect and use such information.

### **2. Automatically collected information**

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#### **2.1 Technical Information**

Like many other websites, our services automatically collect certain technical information regarding its Visitors, such as the Internet Protocol (IP) address of your computer, the IP address of the Internet Service Provider, the date and time you have accessed the Website, the Internet address of the website from which you have linked directly to the Website, the operating system you use, the sections of the Website you visited, the Website pages you accessed and the information you viewed, and the materials posted to or downloaded from the Website. This technical information is used for the Website’s needs, system administration purposes and to improve the Website. This technical information may be disclosed to third parties and permanently archived for future use.

#### **2.2 Cookies and web beacons**

To ensure that the Website is well managed and to facilitate improved navigation within the Website, Scriptbook or its service provider(s) may use cookies (small text files stored in a Visitor’s browser) or web beacons (electronic images that allow the Website to count Visitors who have accessed a particular page and to access certain cookies) to collect aggregate data. Scriptbook may use such devices to track information on our systems and identify categories of Visitors by items such as IP address, domain, browser type and pages visited. This information shall be used to analyze the number of Visitors to different areas of the Website and to make sure that the Website is serving as a useful, effective information source.

Neither Scriptbook’ cookies nor web beacons collect any personal information such as your name or email address. Further, most browsers permit individuals to decline cookies. However, under specific circumstances, you may be denied access to some parts of the Website if your browser is set to decline cookies.

Scriptbook refers to its [cookie policy](#), which can be consulted on the Website for any further information.

## 1. Information used

### 4. Other matters

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#### 4.1 Security

Scriptbook makes all reasonable efforts to keep its servers, applications and databases secure and free from unauthorized access and use, by using physical, administrative and technological measures to protect the information maintained.

Unfortunately, no one can guarantee 100% security. In case of particular security concerns about certain personal information, it is up to you to decide not to transmit that information over the Internet.

#### 4.2 Other Websites

The Website may contain links to other websites, digital platforms or Internet resources. When clicking on one of those links you are contacting another website or Internet resources that may collect personal information voluntarily or through cookies or other technologies. Scriptbook has no responsibility, liability for, or control over those other websites or Internet resources or their collection, use and disclosure of your personal information. Scriptbook recommends you to review the privacy policies of those other websites and Internet resources to understand how they collect and use information.

#### 4.3 Privacy Policy Changes

Scriptbook may change, supplement or amend this policy as it relates to any future use of the Website from time to time, for any reason, by conspicuously posting a revised policy on the Website.

## 5. Declarations

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### 5.1 Generality

Scriptbook cares about your privacy and is committed to processing your personal information in accordance with Belgian law, the present Privacy Policy and the highest standards of fair information practices.

## 6. For what purposes does Scriptbook collect a Visitor's personal data?

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### 6.1 General purposes

Scriptbook processes your personal information as necessary (i) to carry out Scriptbook's missions (ii) to contact you at your request and (iii) to inform you about other services that Scriptbook provides.

The above-mentioned purposes are restrictive.

In order to carry out the purposes above mentioned, Scriptbook can collect personal information related to your identity (first name, last name, (e-mail)address, etc.).

### 6.2 Direct marketing and communication to third parties

Scriptbook regards your personal data as confidential information that will never be communicated to third parties and that is never used for direct marketing purposes, unless you have given your preliminary consent.

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<sup>1</sup> .1. Scriptbook may use non-personal information to create aggregate tracking information reports regarding user demographics and the use of the Website, and then provide those reports to third parties. None of the tracking information in the reports is connected to the identities or other personal data of individual users.

Once you have given your consent, you are free to change your mind at any time. Belgian law states that any Visitor has the right, upon request and with no charge, to express its objection to the treatment of his/her personal data used for direct marketing purposes. Any request can be made by sending an email to the following e-mail address: hello@scriptbook.io, or by letter to c/o Nadira Azermai, Scriptbook NV, Gasstraat 37W8, 9160 Lokeren (Belgium).

## **2. Who is responsible for handling a Visitor's personal data?**

7.2. For any question related to the protection of your privacy, please send an email to the following e-mail address: hello@scriptbook.io

## **8. How can a Visitor access his personal data?**

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8.1. You may ask Scriptbook, free of charge, to gain access to, to amend and to have removed all your personal data from Scriptbook's database by sending a letter - enclosing a copy of your identity card - to the responsible for the data treatment, to the following address: c/o Nadira Azermai, ScriptBook NV, Gasstraat 37W8, 9160 Lokeren (Belgium).

Scriptbook will take care of any request as soon as possible.

## **9. General information**

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9.1. Scriptbook's policy for the protection of your personal data is strictly compliant with the laws applicable in Belgium and the European Union:

- the Belgian law of 8 December 1992 (the "privacy law") amended by the law of 11 December 1998 and in force since 1 September 2001;
- The Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data

9.2. Please note that Scriptbook assumes no responsibility regarding the privacy policy of the websites or digital platforms that are hyperlinked with the Website.

9.4. The present policy is governed by the laws of Belgium. The competent courts of the registered office of Scriptbook shall have exclusive jurisdiction in relation to any claims or litigation arising out of it.

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<sup>2</sup> .1. The entity responsible for handling your personal data collected on the Website by Scriptbook is Scriptbook.