

Privacy and Cookie Policy

WASTE4ME

last update: February 26, 2020

Data protection is essential for building trust and we greatly appreciate your trust. As Waste4ME, we acknowledge that transparency and open communication are key elements of the General Data Protection Regulation (“GDPR”). Waste4ME BV and affiliated companies (“**Waste4ME**” or “we” or “us”) process personal data only in certain cases depending on how we interact with you. In doing so, Waste4ME respects the privacy of the persons from whom it receives information and strictly adheres to all applicable legal regulations when processing what is deemed as personal data.

This privacy and cookie policy provides you with a clear explanation of when, why and how we collect and use your personal data, as well as an explanation of your statutory rights. It is important that you read this policy together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy policy supplements the other notices and terms of use.

Please read this policy and make sure you fully understand our practices in relation to your personal data, before you access or use any of our website, contact us for possible contracts or job applications or any related services (collectively as ‘**Services**’). By visiting www.waste4me.com (also referred to as ‘**website**’), you accept and agree to the practices described in this policy. If you read and fully understand this Privacy Policy, and yet disagree with our practices, we suggest you to immediately leave our website, and avoid all use of any of our Services.

You can print or save this document on your computer using the print function of your browser.

1 Who we are

General Data Protection Regulation (GDPR) defines the person responsible for the collection, processing and use of personal data as ‘controller’. As a site-owner, Waste4ME is considered the controller of its website-visitors’ data. Waste4ME chooses what data to collect from its website-visitors and Waste4ME decides how this data will be handled. This means that Waste4ME is responsible for the personal data that are collected by it.

Our e-mail and post address are as follows:

Waste4ME B.V.
Sisalbaan 13
Office 1.07
2352 ZA Leiderdorp
The Netherlands
info@waste4me.com

Our website is created with using wix.com services. Wix.com is a ‘processor’ for Waste4ME’s website-visitors’ data, within the meaning of GDPR.

2 Scope

This privacy and cookie policy covers any information processed through our website (www.waste4me.com) and including any information collected by us when, when you contact Waste4ME through any of the contact information provided on this website (including by e-mail or phone). This privacy and cookie policy also covers our approach to personal data collected due to (possible) contractual relations and (possible) employment positions.

3 Data collected

3.1 Types of data: Personal and Non-Personal Data

Non-personal data: Un-identified and non-identifiable information pertaining to a visitor of our website, which may be made available to us, or collected automatically via his/her use of our Services. Such non-personal data does not enable us to identify or single out the website-visitor from whom it was collected. Non-personal data collected by us mainly consists of technical and aggregated usage information, such as website-visitors' browsing and 'bounce-rate' on the Services, non-identifying information regarding the website-visitors' device.

Personal data: Individually identifiable information, namely information that identifies or singles out an individual or may with reasonable efforts cause the identification of an individual, or may be of private or sensitive nature. Personal data collected by us consists of name and contact details (e.g., e-mail address or phone number) that are provided to us by website-visitors through their access to and/or use of the Services. For the avoidance of doubt, any non-personal data that is connected or linked to personal data is deemed and treated by us as personal data, as long as such connection exists.

3.2 We collect Non-personal data through the cookies on our website

We may use software tools to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page.

Through implemented cookies of Wix analytics, we collect only the following data for the web statistics:

- the number of website-visitors per week;
- the bounce rate;
- the type of the device (phone, computer etc.) used to visit our website (only the device type, no IP addresses are collected); and
- traffic sources that shows how our website was visited (direct, search, referral etc.).

Such data is not considered as personal data as they are not, together or separately, adequate or suitable for identifying or singling out the person visiting the website. We do not have any cookies or systems implemented on our website to automatically collect any personal data.

3.2.1 What cookies are and how to manage your cookie settings

A "cookie" is a text file containing small amounts of information which a server downloads to your personal computer or mobile when you visit a website. (You can find more information about cookies at: www.allaboutcookies.org). Cookies are small pieces of data stored on a site visitor's browser. They are typically used to keep track of the settings users have selected and actions they have taken on a site. We attach importance to minimizing our use of cookies. We only use certain cookies that are necessary to have when creating website on Wix.com to operate and secure our website.

We do not use any cookies that collect personal data. This means that we cannot use cookies to identify you personally. Similarly, we cannot use the cookies to identify you on the websites of third parties. We use data collected through cookies exclusively for web statistics. This helps us improve our website to meet the needs of our customers.

Take a look at the table below to learn more about the cookie types and to see which cookies are placed on Wix websites:

Cookies can be classified according to their type, duration and category.

Type:


- First-party cookies: Cookies that Waste4ME places on your site.
- Third-party cookies: Cookies that are placed and used by third parties.

Duration:

- Session (transient) cookies: These cookies are erased when site visitors close their browsers and are not used to collect information from their computers. They typically store information in the form of a session identification that does not personally identify the user.
- Persistent (permanent or stored) cookies: These cookies are stored on a site visitor's hard drive until they expire (at a set expiration date) or until they are deleted. These cookies are used to collect identifying information about the user, such as web surfing behavior or user preferences for a specific site.

Category:

- Strictly necessary cookies: These are the cookies that let your visitors browse through your site. They are also necessary for security reasons.
- Functional cookies: These cookies "remember" registered visitors/customers in order to improve their user experience.

How to check your cookies yourself: You can check which cookies are used also by yourself. While in incognito mode, click the Secure icon  next to the URL bar and then select Cookies. Make sure you're viewing your site in incognito mode so that your browser doesn't show irrelevant cookies.

Managing your cookie settings: The following links explain how to access and control cookie settings in various browsers:

- [Cookie settings in Firefox](#)
- [Cookie settings in Internet Explorer](#)
- [Cookie settings in Google Chrome](#)
- [Cookie settings in Safari \(OS X\)](#)
- [Cookie settings in Safari \(iOS\)](#)
- [Cookie settings in Android](#)

To opt out of being tracked by Google Analytics across all websites, visit this link: <http://tools.google.com/dlpage/gaoptout>.

3.2.2 Cookies we use

First Party Cookies		
Strictly Necessary		
Cookie name	Duration	Purpose

ForceFlashSite	Session	When viewing a mobile site (old mobile under m.domain.com) it will force the server to display the non-mobile version and avoid redirecting to the mobile site
hs	Session	Security
smSession	Persistent (Two days or two weeks)	Identifies logged in site members
XSRF-TOKEN	Session	Security
Functionality		
Cookie name	Duration	Purpose
svSession	Persistent (Two years)	Identifies unique visitors and tracks a visitor's sessions on a site
SSR-caching	Session	Indicates how a site was rendered.
smSession	Persistent (Two weeks)	Identifies logged in site members

Third Party Cookies		
Functionality		
Cookie name	Duration	Purpose
TS*	Session	Security
TS01*****	Session	Security
TSxxxxxxx (where x is replaced with a random series of numbers and letters)	Session	Security
TSxxxxxxx_d (where x is replaced with a random series of numbers and letters)	Session	Security

We have “app.calconic.com” cookie on our website as a third-party cookie. We have this to provide you the Business Case Calculator. Please refer to their website to learn more about their privacy policy.

3.3 Personal Data we collect

The data we process (collect, use, and share) about you depends on who you are and how we interact with you

3.3.1 If you are a customer, business partner, or express interest in our solutions:

- **Learning about Waste4ME and our Services:** If you request or indicate an interest in information about our Services or partnership opportunities, we process your name, email address, phone number, job title, information about the company where you work, including its website address, and any comments you provide. We append business information related to the company where you work from information from publicly available sources, such as LinkedIn, as well as information about the number and frequency of your interactions with us online and offline, such as meeting calls or via email. We maintain and update this information as we continue to engage with you and use it as described under the *legitimate interests* processing purposes described below.
- **Negotiating and entering into a contract with us and relationship management during the contract term:** If you enter into an agreement with us related to the licensing or purchase of

our solutions, we process your name, email address, postal address, company name, billing information (e.g., purchase order number, bank wire information, credit card number), company financial information, and signature.

- **Receiving marketing, sales-related and business development communications from us:** If you have asked from us to send communications to you, we process your name, email address, job title, country, company name and information about which of our solutions you use or which may be of interest to you.

Grounds to process such data:

- **If you have a contract** or other agreement in place with us, we process personal information about you in order to fulfill our contractual obligations with respect to you.
- **If you have provided your consent**, we may communicate with you, including via email, about the use of our Services and products, obtain your input on new features, functionality, and content, and to provide information about updates to our Services and products. You may also withdraw consent by exercising your rights.
- **Our legitimate interests** - We process personal information about you based on our legitimate business interests for the following purposes, to which you may exercise your rights to object as described in the section below:
 - To provide additional solutions you request based on our legitimate business interest to respond to your reasonable requests and to retain you as a customer or partner;
 - To better understand the needs of the recycling sector we aim to serve.
 - To understand the business that you work for and your prior experience based on our legitimate interest to tailor our communications with you to improve our engagement with you; and
 - To manage our legal, financial, policy and regulatory compliance responsibilities and to demonstrate our compliance upon request.

3.3.2 If you visit the websites we provide:

We process personal information about you that we collect directly, through forms or data entry fields on our website. We only collect the information which you provide us voluntarily. We collect the personal data you provide us when:

- a. you fill and send the **Contact Form**.

We collect the following if you choose to provide us with such information:

- your name
- job function (business or student)
- your company or institution
- other personal data if you include any in your message to us.

- b. you contact us by e-mail or otherwise.

We will use the personal data you provide to answer your question or resolve your problem.

A different case applies to the **Business Model Calculator on our website**. The Business Model Calculator is a third-party application on our website runs only by numbers. It does not collect or generate any personal data per se, unless you voluntarily decide to send the results to your e-mail address. We do not see or collect your email addresses through the **Business Model Calculator**. **However**, please check the privacy policy of the company providing the underlying service (the Calconic App by MB Lumius) to learn more about your interactions with these features.

The decision to provide above mentioned information is optional. However, if you choose not to provide the requested information for (i)the Contact Form, we will not be able to respond you; and (ii)the Business Model Calculator, you may not be able to use some or all of the features of the calculator such as sending the results to your e-mail address.

At the bottom of our website, you will see icons of Twitter, Facebook and LinkedIn. Upon your click on these icons, you will be directed to our accounts on these platform. However, they are provided to you only for the purpose of directing you to our profiles and enable you to learn more about us, we do not collect any personal data in such directing, meaning we do not see or collect your account details or e-mail or name when you view our profiles on these platforms.

We do not collect personal data through cookies.

Grounds to process such data:

- **If you have provided your consent**, we process your personal data to respond to your enquiry in the contact form, to respond to your individual rights requests and manage your consent preferences.
 - How we collect your consent: When you want to send out the Contact Form or the results of the Business Model Calculator to your e-mail address, you will see a check-box requesting your consent to process your personal data. Having checked the box, you are agreeing to processing of your personal data for the specific purpose. You have the right to withdraw this consent.
 - Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.
- **Our legitimate interests** - We process personal information about you based on our legitimate business interests for the following purposes, to which you may exercise your rights to object as described below:
 - To investigate complaints or concerns based on our legitimate interest to ensure that such complaints or concerns are addressed appropriately;
 - To communicate with you about your enquiry;
 - To provide follow-up information or offers on you enquiry;
 - To administer our website and our contact form and to understand on your reasons to contact us based on our legitimate interest to continuously improve the experience for website visitors.

3.3.3 If you are an employee, contractor, job applicant, or former employee:

- **Applying to work at Waste4ME:** If you apply to work at our company, we process personal data about you and your professional experience, education and training such as your application, your name (and any former names), postal address, email address, phone number, universities attended, academic degrees obtained, grades, professional certifications and licenses, employment history, and curriculum vitae or resume.
- **Offer of employment or contractor position:** Prior to making an offer of employment or a contractor position, we process personal information to conduct professional reference checks in accordance with applicable laws. If we extend an offer of employment or a

contractor position at Waste4ME to you, we will process personal information about the position to which you have been appointed, your job title at Waste4ME, the salary or project-based contractor rate we offer to you, whether you accept the offer, your signature, and your starting compensation or project-based contractor rate, and your start date at Waste4ME.

- **Employment-Related Background checks:** Prior to commencement of your employment with us, we engage service providers to conduct background checks that involve the necessary personal information processing as permitted by the laws in the location in which you reside and/or work. More details are provided to you in the context of our request to you to complete these checks.
- **As an employee or contractor of Waste4ME:** we may process personal information about your benefits, nationality, residency status, email address, office or other workplace location, work phone number, mobile phone number, photographs, passport, visas, marital status, beneficiaries, emergency contact details, financial account information, social security number or other government-issued identification number, holiday and paid time off days, salary, incentive compensation, assigned projects, training completed, any performance improvement plans, any disciplinary actions taken, system accounts, technology and physical assets provided to you, your role and actions taken in connection with Waste4ME projects and processes. If your employment with us ends, we process personal information necessary to offboard you from Waste4ME, including deactivation of your access to our systems, fulfilling our financial, benefits, and related obligations with respect to the end of your employment with our company.

Grounds to process such data:

- **If you have a contract** or other agreement with us, we process personal information about you to fulfill the specific obligations we have to you under the applicable contract or agreement such as making or receiving payments; and managing obligations under employment contracts, where applicable.
- **Our legitimate interests** - we process your personal data based on our legitimate interests to establish and manage our relationship with and responsibilities to you and for effective operation of our business, for example, for recruiting new talents; onboard employees and contractors to Waste4ME; administering payrolls; invoice payments; granting appropriate access to our systems; ensuring the security and safety of the workplace and the tangible and intangible assets for which we are responsible; assign roles and responsibilities in the company team; maintaining corporate, financial and other essential business records and reporting; evaluating financial and operational performance; and managing compliance, including, but not limited to our privacy, security, accounting, labor and employment, and other legal and regulatory obligations.

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact us. If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

4 Your Rights

You have a variety of legal rights regarding the collection and processing of your personal data. Waste4ME would like to make sure you are fully aware of all of your data protection rights.

- right to **access**: you may request access to the personal data we process about you (you have the right to request Waste4ME for copies of your personal data);
- right to request that we **correct** inaccurate or incomplete personal data about you;
- right to be **forgotten/erasure**: you request deletion of personal data about you (to be permanently deleted from our databases);
- right to **restrict** processing: you may request restrictions, temporarily or permanently, on our processing of some or all personal data about you;
- right to **data portability**: you may request transfer of personal data to you or a third party where we process the data based on your consent or a contract with you, and where our processing is automated; and
- **opt-out or object** to our use of your personal data where either:
 - our use is based on your consent or our legitimate interests, or
 - you do not want us to share with third parties data related to cookies and similar technologies for website functionality or advertising purposes.

We will honor the requests you make related to your rights as the law allows, which means in some cases there may be legal or other official reasons that we may not be able to address the specific request you make related to your rights. Waste4ME will provide response within a month, though this can be extended by two months if the request is complex. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

If you would like to learn more or exercise any of these rights listed above, you are invited to contact us at our email info@waste4me.com or send us mail to:

Waste4ME B.V.
 Sisalbaan 13
 Office 1.07
 2352 ZA Leiderdorp
 The Netherlands

We take the protection of your data seriously. In order to ensure that personal data is not forwarded to third parties, we kindly ask you to send your questions by e-mail or post together with your personal data to the address provided.

5 Third Party Sites

Our sites may from time to time contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check all personal data on these websites.

6 No use for marketing purposes

We do not collect and use personal data for marketing purposes.

Should you have an enquiry on quotations or other commercial aspects, then we may send you some information that may include information about our products, services and prices. We may contact you for marketing purposes upon your request via mail, email or Contact Form.

7 Storage and Data Security

Our company is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to provide services to you. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall. For further information, please also read their privacy policy.

Waste4ME securely stores your data in the Netherlands and places appropriate safeguards to keep it secure.

We will keep non-personal data for as long as we need it for our commercial purposes, and we withhold your data for a limited period of time of 4 weeks, and in any case not more than two years from the data received. Once this period has expired, we will delete your data. We do not retain your personal data for longer than necessary, unless we have a statutory obligation to retain your personal data for a longer period. Our basic principle is to keep personal data only for as long as that is necessary in order to deliver our services to you.

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

8 Transfer of Personal Data outside the EU

Waste4me does not transfer your personal data outside the EU without your permission.

9 Children's Privacy

Our products are not directed to individuals under 16. We do not knowingly collect personal data from children under 16. If we become aware that a child under 16 has provided us with personal data, we will take steps to delete such information. If you become aware that a child has provided us with Personal data, please contact us.

10 Complaints

Do you have a complaint about the use of your personal data? If so, we would like to draw your attention to the complaint procedure at the Dutch Data Protection Authority. This authority is authorized to take note of your complaint. Contact details of the Dutch Data Protection Authority is as follows:

The Autoriteit Persoonsgegevens (formerly known as the College Bescherming Persoonsgegevens)

Mailing address: Autoriteit Persoonsgegevens
 Postbus 93374
 2509 AJ Den Haag
 The Netherlands

11 Data Breach

In the case of a personal data breach, Waste4ME B.V. will act in accordance with Article 33 and 34 of the GDPR.

12 Compliance Status

Waste4ME B.V. handles the personal data in compliance with national law, GDPR and the applicable Guidelines on processing of personal data.

13 Contact Information

General contact information of Waste4ME B.V is as follows:

E-mail: info@waste4me.com
Postal address: Waste4ME B.V.
Sisalbaan 13
Office 1.07
2352 ZA Leiderdorp
The Netherlands

14 Changes to our privacy policy

This privacy statement is in accordance with the GDPR. We care about embedding privacy into our Services and improving our solutions. We reserve the right to modify this privacy policy at any time, so please review it frequently. The latest version will be published on this page. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.