

PRIVACY STATEMENT

Xblox B.V. respects the privacy of the users of the Docubird for Outlook Add-in, in particular the rights of users with respect to the automated processing of personal data. Therefore, in order to be fully transparent with our customers, we have formulated and implemented a policy regarding these processing operations, their purpose as well as the possibilities for data subjects to exercise their rights in the best possible way.

For all additional information on the protection of personal data, please visit the Authority Personal Data website: <https://autoriteitpersoonsgegevens.nl/nl>

By using the Docubird for Outlook Add-in, you accept the following terms of use. You accept the use of email as login credentials.

The current version of the privacy policy applicable to Docubird for Outlook is the only version applicable as long as you use the Docubird for Outlook Add-in, until a new version replaces the current version.

Article 1 - Legal provisions

1. Docubird for Outlook Add-in (hereinafter also "The Add-in"): Docubird for Outlook
2. Administrator of the processing of personal data (hereinafter also: "Administrator"): Xblox B.V. , located at Tobias Asserlaan 7, 2662 SB Bergschenhoek, kvk-number: 61607118.

Article 2 - Use of the Add-in

The use of the Add-in is strictly personal. You shall not use this Add-in as well as the data and information provided thereon for commercial, political or advertising purposes, or for any commercial offers and in particular shall not use it for unsolicited electronic offers.

Article 3 - The content of the Add-in

All brands, images, texts, comments, illustrations, (animated) pictures, video images, sounds, as well as all technical applications that can be used to make the Add-in function and more generally all components used on the Add-in are protected by intellectual property rights under the law. Any reproduction, repetition, use or adaptation, in any manner whatsoever, of the whole or only a part of it, including the technical applications, without the prior written consent of the Administrator, is strictly prohibited. The failure of the owner to take immediate action against any infringement shall not be construed as tacit consent or waiver of legal process.

Article 4 - Management of the Add-in

For the proper management of the Add-in, the administrator can at any time:

- suspend, interrupt or limit access to all or part of the Add-in to a particular category of visitor
- Remove any information that may interfere with the functioning of the Add-in or violate national or international laws.
- have the Add-in temporarily unavailable in order to perform updates

Article 5 - Responsibilities

In no event shall the Administrator be responsible for any failure, malfunction, difficulty, or interruption in the operation of the Add-in that results in the Add-in or any of its functionalities not being accessible. The manner in which you use the Add-in is your own responsibility. You must take all appropriate measures to protect your equipment and data against, among other things, virus attacks on the Internet. You are also responsible for the Add-in and the data you consult via the Add-in.

The Administrator is not liable for any legal action taken against you:

- because of the use of the Add-in or services accessible via the Internet
- for violating the terms of this privacy policy

The Administrator shall not be responsible for any damages incurred by you personally or by third parties or your equipment as a result of your connection to or use of the Add-in. You shall refrain from any action against the Administrator as a result.

If the Administrator becomes involved in a dispute as a result of your use of this Add-in, it shall be entitled to recover from you all damages it suffers and may suffer as a result.

Article 6 - Storage of data

Your login and user data are stored by Xblox B.V. Under personal data are understood: all information about an identified or identifiable natural person; as identifiable is considered a natural person who directly or indirectly can be identified, in particular by means of a login code such as an email and password.

Personal data stored on the Add-in is only used by the Add-in to log in and record usage

Article 7 - Your rights with regard to your data

Pursuant to Article 13 (2) (b) of the AVG, everyone has the right to access and rectify or erase their personal data or to restrict the processing that concerns them, as well as the right to object to the processing and the right to data portability. You can exercise these rights by contacting us at info@docubird.com.

Any request to do so must be accompanied by a copy of a valid ID document, on which you have affixed your signature and stating the address at which you can be contacted. Within 1 month of the submitted request, you will receive a response to your request. Depending on the complexity of the requests and the number of requests, this period may be extended by 2 months if necessary.

Article 8 - Processing of personal data

In case of violation of any laws or regulations, of which the user is suspected and for which the authorities need personal data collected by the Administrator, they will be provided to them after an express and reasoned request by those authorities, after which such personal data will be subject to the protection of the provisions of this Privacy Statement.

If certain information is necessary to access certain functionalities of the Add-in, the responsible party will indicate the mandatory nature of this information at the time of requesting the data.

Article 9 - Data retention period

The data collected by the Add-in Administrator will be used and retained for the duration that the Add-in is used and thereafter as provided by law.

Article 10 - Image material and products offered

No rights can be derived from the visual material belonging to the products offered on the Add-in.

Article 11 - Applicable law

These terms and conditions are governed by Dutch law. The court in the administrator's place of residence has exclusive jurisdiction over any disputes relating to these terms and conditions, except where a statutory exception applies.

Article 12 - Contact

For questions, product information or information about the Add-in itself, please contact: C. Ferreira, info@docubird.com.