#### **Cookie statement**

Plan2Book uses cookies (small text files that are saved on your device) and similar techniques on its website to gather the information we require to provide you with our services. These cookies are used to save your preferences and settings, to combat fraud, to embed contact forms and social media and to analyse the performance of our website and online services.

Plan2Book does not require your permission to use functional cookies and, to a limited extent, analytical cookies. The former are used, for example, to keep track of the contents of your shopping cart. The latter ensure the proper functioning of the site and track visitor numbers and make the site more user-friendly. Both types of cookies have no or limited impact on visitor privacy.

All other types of cookies, such as tracking cookies, are used solely with your express permission, as granted to Plan2Book.

By means of a pop-up we ask your consent prior to the use of certain cookies, for example to gather statistical data to create a visitor profile.

By clicking 'I agree', you consent to the use of cookies and the use of (personal) information gathered by said cookies.

Cookies, and similar techniques such as JavaScript, make it possible for you to stay logged on to the site and remember your location and language preferences (functional).

Analytical cookies provide website owners with statistics and insights in the number of site and page visits.

Cookies are also used in social media buttons, such as a Like button.

Tracking cookies are employed to gather information on your web browsing habits.

Our privacy and cookies policies apply to all information gathered by cookies as used on Plan2Book's website.

## **Privacy policy**

We are aware of the trust that you put in our organisation. Therefore we see it as our responsibility to safeguard your privacy. On this page we will show you what type of data we are collecting when you use our website, why we collect this data and how we use this to improve your user experience. This way it becomes crystal-clear to you how we operate.

This privacy policy is applicable to the services of Plan2Book. You need to be aware of the fact that Plan2Book is not responsible for the privacy policy of other websites and sources. By using this website you agree to the acceptance of this privacy policy.

Plan2Book repects the privacy of all users of her website and makes sure that the personal information you are providing us with will be handled with care and confidentiality.

# Our use of collected data Using our services

When you apply to any one of our services, we will ask you to provide us with personal or company data. This data will be used to execute the service. The data will be stored on secure, private servers of Plan2Book or those of a third party. We will not combine this data with other personal data that is in our possession.

#### Communication

When you are sending us an email or other forms of correspondence, it is possible that we will put these messages in storage. At times we will ask for your personal information if it is relevant to a specific situation. This makes it possible to process your questions and answer your requests. This data will be stored on the private servers of Plan2Book or on those of a third party. We will not combine this data with other personal data that is in our possession.

### **Cookies**

We are collecting data for research in order to gain better insights into the online behaviour of our clients so we can adjust our services accordingly.

This website uses "cookies" (text files which are stored on your computer) to help our website analyse user behaviour on the site. Cookie generated information about the use of the website may be transferred to private and secure servers of Plan2Book or to those of a third party. We will use this information to keep track of how you are using the website, draft rapports on the activities on the website, and other services in relation to website activity and internet usage.

## Third parties

The information is not shared with third parties. In a few cases information may be shared internally. Our employees are obligated to respect the confidentiality of your data.

## **Changes**

This privacy policy is tailored to the use and possibilities of this website. Any changes of adaptations on this website can lead to changes in the privacy policy. It is therefore advised to read this privacy policy on a regular basis.

## **Disabling cookies**

Most browsers are set to accept cookies as standard. It is possible however to reset your browser to that you can reject all cookies or to direct when a cookie is being sent. It is possible though that some functions and services on our, or other websites, will not function correctly if cookies are disabled in your browser.