

## PRIVACY POLICY

### **PERSONAL DATA WHICH WILL BE PROCESSED**

ENCS may process your personal data when you use services of ENCS, when you sign up for the ENCS newsletter or if you provide data when you fill in the contact form on the ENCS website. ENCS can process the following data:

- Your first- and surname - your address – your phone number - your e-mail address – your IP-address

### **WHY ENCS NEEDS THIS DATA**

ENCS will process your personal data in order to contact you by phone if you require, and/or to reach you by e-mail and/or mail in case you are not reachable by phone.

### **HOW LONG ENCS WILL KEEP DATA**

ENCS will not keep your personal data longer than strictly necessary or until you indicate that you no longer wish to use our services or receive our newsletters.

### **SHARING INFORMATION WITH OTHERS**

ENCS will provide your personal data to third parties only when it is necessary to execute an agreement with you, or to meet a legal obligation.

### **MAPPING WEBSITE VISIT**

Visitors to the ENCS website will be registered. This data includes the IP-address of your computer and the time of retrieval. Any data sent by your browser will also be registered. This data will be used for analyzing the visit and clicking behavior on the website. ENCS will use this information to optimize the operation of the website. This data will be anonymous as far as possible and will not be provided to third parties.

### **GOOGLE ANALYTICS**

ENCS uses Google Analytics to keep track of how users use the website and how effective the Adwords-advertisements of ENCS are on the Google search-result pages.

This received information, including your IP-address, will be transferred to Google and saved on servers in the United States. Read Google's privacy policy for more information. Here you will also find the privacy statement for Google Analytics.

Google can provide this information to third parties when Google must meet legal obligations, or when third parties process this information in name of Google. ENCS does not have any influence on this.

ENCS did not give permission to Google to use the obtained Analytics information for other Google-services.



### **VIEW DATA, ADJUST OR DELETE**

You have the right to view your personal data, to adjust or to delete. You can send a request to view, adjust or delete information to: [info@encs.eu](mailto:info@encs.eu). ENCS will answer your request as soon as possible, but at least within four weeks.

### **SECURE**

ENCS takes the protection of your personal data seriously and will take appropriate measures to prevent abuse, unauthorized access, unwanted publication and unauthorized change. The ENCS website uses a reliable SSL Certificate to secure your personal data from criminal activities.

If you have the impression that your data is not secured well, or there is evidence of abuse, or you want to have more information about the security of the collected data by ENCS, contact ENCS at [info@encs.eu](mailto:info@encs.eu).