

## STELLAR PRIVACY POLICY

### **PRIVACY POLICY**

#### **GENERAL**

Stellar Data Recovery B.V. ("Stellar") has the utmost respect for the privacy for the clients of all the services offered by Stellar ("Services"). Stellar attempts to ensure the privacy of all its clients. The personal data provided by client through the Services is handled in a proper and careful manner by Stellar in accordance with the current privacy legislation and this privacy policy.

#### **PURPOSE(S)**

Stellar uses the personal data provided by clients to fulfill the agreement for the delivery of Services and to manage communication with clients. In particular, personal data is recorded and processed in the online extranet system from Stellar ("ZEN"). Stellar will process personal data only to the extent necessary to fulfill these purposes. The amount of personal data processed is limited to what is necessary.

Stellar collects information not directly traceable to users in order to count the number of visitors to the website and to identify the type of web browser or operating system being used. This information allows Stellar to ensure that the website meets the needs of our users.

Finally, Stellar uses IP-addresses (or the proxy server used to gain entrance to the Internet) to establish from which computers the website and/or ZEN is visited in order to protect such against hacking. If Stellar is harassed, Stellar can also use this information to find the perpetrator. Additionally, this information is used to analyze trends in order to continue to better the Services. The link between a client's IP-address and personal data will never be provided to a third party without client's permission, unless required under law.

#### **USE**

In order to realize Stellar's purpose, it's necessary to collect certain personal data. By purchasing Services from Stellar, client gives Stellar its explicit permission to process your personal data.

Stellar takes measures to ensure that personal data is accurate, adequate, relevant and that the processing is not excessive.

Stellar will never sell client's personal data or provide it to third parties without client's explicit permission.

#### **SECURING PRIVACY INFORMATION**

Stellar takes appropriate organizational and technical measures to protect personal data against loss, unauthorized access or any form of unlawful processing. These measures ensure an appropriate security level. Stellar will periodically check if the system needs adjustment due to technological developments.

Stellar will no longer store data than necessary to carry out the described purpose.

#### **REVIEWING PERSONAL DATA**

Client has a right to see, change or request deletion of client's personal data. Personal data will only be corrected if information is factually incorrect or incomplete or if such is processed contrary to legislation. If Client wishes to withdraw its consent for the use of its personal data, Stellar will honor such request. The deletion of personal data may lead to problems with regard to the performance of Services on behalf of the client. Stellar will ensure that all of client's personal data is deleted upon termination of the relationship between parties unless Stellar has a legal obligation to retain such.

#### **SPAM**

Stellar does not use personal data to send undesired e-mails. If a client gives its explicit authorization, Stellar can send client promotions per e-mail. Client may withdraw its permission to allow Stellar to send these offers at any time.

Stellar is always free to send clients e-mails with regard to the Services of Stellar, including new possibilities available within the Services, changes to the Services, possible down-time of

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the website and/or ZEN, etc.

### **COOKIES**

Stellar makes use of cookies in order to provide an optimal service. A "cookie" is a small piece of information that is stored in the website on the client's computer. It is not possible to use ZEN if the client does not allow cookies on its computer.

Stellar only uses cookies for administrative uses. For example, to register a client's preferences for a certain type of information or client's password so that the client doesn't have to enter this information with each new visit to ZEN.

One type of cookie, a persistent cookie, is made as soon as the client logs into ZEN. The next time that the client visits ZEN, the persistent cookie allows Stellar to recognize the client as a known user so that the client doesn't have to log in before ordering Services. In order to view personal data (such as a telephone number) or to change personal data, client will need to log in again even if a persistent cookie has been saved.

Another type of cookie is the session cookie. A session cookie is used to record a certain visit to ZEN and will be automatically deleted upon the end of the session. Most cookies are session cookies.

The cookie cannot be read by another website than the website that made the cookie. No cookie contains information with which it is possible to contact client via telephone, e-mail or mail.

### **PERSONAL DATA OF THIRD PARTIES**

Client warrants that it is entitled to make available to Stellar for processing all information necessary in order for Stellar to perform its Services. This information is processed in accordance with the General Conditions Stellar. In any case the data shall be destroyed by Stellar 3 months after completion of the applicable assignment.

### **APPLICABLE LAW**

By using the Services, Client agrees that the laws of the Netherlands will govern this privacy policy and any dispute of any sort that might arise between client and Stellar. Any dispute between parties arising here under will be placed before a qualified court in Utrecht, The Netherlands.

### **MISCELLANEOUS**

Stellar maintains this privacy policy in order to ensure that the privacy policy satisfies the requirements and wishes of its clients and also to ensure that legal requirements regarding personal data are met. We may amend this privacy policy at any time by posting the amended terms on this website. All amended terms automatically take effect 30 days after they are initially posted on the website.

Clients may contact Stellar at [privacy@stellar.nl](mailto:privacy@stellar.nl) for questions and/or comments.

Stellar can also be reached for questions and/or comments at the following postal address:

#### **Stellar Data Recovery B.V**

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