### **Privacy Policy**

Last updated: November 4, 2021

Büro Kif operates <a href="www.burokif.com">www.burokif.com</a> website (the "Site"), which provides the SERVICE. This page informs you of our policies regarding the collection, use and disclosure of Personal Information we receive from the users of the <a href="www.burokif.com">www.burokif.com</a> website.

We use your Personal Information only for providing and improving our Service. By using our Site you agree to the collection and use of information in accordance with this policy. We will not use or share your information with anyone except as described in this Privacy Policy.

#### Information Collection and Use

While using our Site, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you. Personally identifiable information may include, but is not limited to, your name, phone number and postal address ("Personal Information").

## Log Data

Like many site operators, we collect information that your browser sends whenever you visit our Site ("Log Data"). This Log Data may include information such as your computer's Internet Protocol ("IP") address, browser type, browser version, the pages of our Site that you visit, the time and date of your visit, the time spent on those pages, and other statistics. In addition, we may use third party services such as Google Analytics that collect, monitor and analyse this data.

# Communications

We may use your Personal Information to contact you with newsletters, marketing or promotional materials and other information regarding our Services.

## Cookies

Cookies are files with a small amount of data, which may include an anonymous unique identifier. Cookies are sent to your browser from the website that you visit and are stored on your computer's hard drive.

Like many sites, we use "cookies" to collection information and to improve our Services. You can instruct your browser to refuse all cookies to to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our Site.

# Third-Party Service Providers

We may employ third-party companies and individuals for the following reasons:

To facilitate our Service;

To provide the Service on our behalf;

To perform Service-related services; or

To assist us in analyzing how our Service is used.

We want to inform users of our Site that these third parties have access to your Personal Information. The reason is to perform the tasks assigned to them on our behalf. However, they are obligated not to disclose or use the information for any other purpose.

# Security

The security of your Personal Information is important to us, but remember that no method of transmission over the internet, or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security.

### Links to Other Sites

Our Service may contain links to other sites. If you click on a third-party link, you will be directed to that site. Please note that these external sites are not operated by us. Therefore, we strongly advise you to review the Privacy Policy of these websites. We have no control over, and assume no responsibility for the content, privacy policies, or practices of any third-party sites or services.

# Children's Privacy

Our Services do not address anyone under the age of 13. We do not knowingly collect personal identifiable information from children under 13. In the case we discover that a child under 13 has provided us with personal information, we immediately delete this from our servers. If you are a parent or guardian and you are aware that your child has provided us with personal information, please contact us so that we will be able to undertake the necessary actions.

# Changes to This Privacy Policy

This Privacy Policy is effective as of November 4th, 2021 and will remain in effect except with respect to any changes in its provisions in the future, which will be in effect immediately after being posted on this page.

We reserve the right to update or change our Privacy Policy at any time and you should check this Privacy Policy periodically. Your continued use of the Service after we post any modifications to the Privacy Policy on this page will constitute your acknowledgment of the modifications and your consent to abide and be bound by the modified Privacy Policy.

If we make any material changes to this Privacy Policy, we will notify you either through the email address you have provided us, or by placing a prominent notice on our website.

#### Contact Us

If you have any questions about our Privacy Policy, please contact us at info@burokif.nl