

## CoWeCo Privacy Policy

This privacy policy describes how CoWeCo uses and protects any information you enter into CoWeCo when using this website.

In this policy, “we”, “us” and “our” refers to CoWeCo. CoWeCo is committed to protecting your privacy. Should we ask you to provide certain information by which you can be identified when using this website, you can be assured that it will only be used in accordance with this privacy statement.

CoWeCo may change this privacy statement by updating this page. It is up to the user to check this page regularly to make sure you are happy with any changes.

**This privacy statement is effective from 1/1/2018 (1 January 2018).**

## 1. What we collect

"Personal data" is defined in Article 4(1) of the GDPR (General Data Protection Regulation):

"(1) 'personal data' means any information relating to an identified or identifiable natural person ('data subject'), an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, a identification number, location data, an online identifier or one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person".

We may collect the following information:

- Name, position and department
- Contact information including work related email address
- Demographic information such as address, zip code, preferences and interests
- Personal information such as birthday and gender
- Other information relevant to customer surveys and/or offers

## 2. The purpose and use of the information collected

We need this information to understand your specific corporate wellbeing needs and to provide you with a better service and in particular for the following reasons:

- Carrying out the various tests and being able to draw up a relevant report per gender, department, age group and grouped on preferences and interests on the basis of these results.
- Any data that can identify a single person will not and will never be displayed, used or published.
- Internal archiving.
- We may use the information to improve our products and services. We may at specific times send promotional emails about new services that we think you may find interesting at the email address you have provided.
- We may also use your information to contact you for market research purposes. We may contact you by email, telephone, fax or post. We may use the information to tailor the website to your interests.

## 3. Safety

We make every effort to ensure that your information is secure. To prevent unauthorized access or disclosure, we have put in place appropriate physical, electronic and managerial procedures to protect and secure the information we collect online.

## 4. How we use cookies

A cookie is a small file that asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyze web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its activities to your needs and preferences by collecting and remembering information about these preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyze data about web traffic and improve our website to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

In general, cookies help us provide you with a better website and browsing experience, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any other information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually change your browser settings to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

## 5. Links to other websites

Our website may contain links to other interesting websites. However, once you have used these links to leave our site, please note that we have no control over that other website. Therefore, we cannot be held responsible for the protection and privacy of any information you provide while visiting such sites and they are not governed by the said privacy statement. Be careful and review the privacy statement that applies to that website.

## 6. Manage your personal information

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you information about third parties that we think you may find interesting if you tell us you want this to happen.

You can request details of personal information we hold about you and we will send you this information free of charge to the email address provided during the intake survey.

If you believe that the information we hold about you is incorrect or incomplete, please write us an email as soon as possible or send us an email at the contact address provided on the website. We will correct any information found to be incorrect within 48 hours.

If you would like to remove any information we hold that could identify you as an individual, please write to or email us as soon as possible at the contact address provided on the website. We will delete all personal data such as name, first name, address and date of birth within 48 hours. The test results and other generic information such as gender and age group are stored for statistical reasons to help us improve our service.