

Privacy Statement fillthedoc

Introduction

1. "fillthedoc" is a registered trade name of Firm24 B.V., a private limited liability company organized and existing under the laws of the Netherlands, having its corporate seat at Amsterdam, the Netherlands, registered at the trade register of the Chamber of Commerce under number 58579532 (hereafter: "**Firm24** "). Firm24 attaches great importance to the responsible handling of personal data of users of its website www.fillthedoc.com (hereafter "**Users**").
2. Firm24 processes personal data of Users carefully and with due observance of the provisions of the EU General Data Protection Regulation (GDPR).
3. In this Privacy Statement, Firm24 informs Users about the way in which Firm24 processes their personal data and how they can control this process.

Article 1: Explanation of personal data and goal for the processing thereof

Personal data

1. Firm24 collects email addresses and usernames (hereafter "**Personal Data**") of individuals who decide to create an account on www.fillthedoc.com. This is data that can be linked to the identity of an individual person.
2. Firm24 is at all times responsible for the management of the Personal Data provided by each User and will make every effort to protect these Personal Data. In the event of a data breach, Firm24 will immediately inform the User of that event via the email address known to it and make every effort to prevent further distribution of these Personal Data.
3. The User has the right at all times to receive the Personal Data provided by him / her to Firm24 in an orderly manner from Firm24 ("right of access"). On the first request of a User, Firm24 will forward his / her Personal Data to a third party to be designated by that User ("right to data portability") or remove it entirely from its system ("right to be forgotten").
4. Any questions that a User may have regarding his Personal Data can be asked to support@fillthedoc.com. These questions will be answered within 2 working days at the latest.

Goal

1. Firm24 requires Personal Data from a User to provide him with an account on www.fillthedoc.com in order to provide him with the fillthedoc services.

Permission

1. To receive, process and use Personal Data of a User, Firm24 requires the User's permission. This permission is granted by a User by creating an account on www.fillthedoc.com.

Article 2: Transfer to third parties

1. Firm24 does not give Personal Data of Users to third parties.

Article 3: Data security

1. Firm24 makes use of appropriate technical and organizational security procedures, among other things to ensure that unauthorized persons do not gain access to Personal Data and to prevent the loss, unlawful use or modification of Personal Data.

Article 4: Availability and modification of your data

1. Users can request access to their Personal Data at any time. Users may also request that their Personal Data be changed or deleted by sending an e-mail to support@fillthedoc.com .

Article 5: Cookies

1. Firm24 uses cookies on its website as mentioned in its Cookie Statement.

Article 6: Change Privacy Statement

1. Firm24 reserves the right to amend this Privacy Statement. Every modification will be announced via www.fillthedoc.com. By making use of your www.fillthedoc.com account after making changes, you agree to a modified Privacy Statement. Keep an eye on this page for all changes.

This Privacy Statement has been updated on 16-04-2020