

# BiZZdesign privacy policy

On this page:

- [I. GENERAL](#)
- [II. COOKIES AND USAGE STATISTICS](#)
- [III. CLICK BEHAVIOR AND VISITING INFORMATION](#)
- [IV. USING YOUR PERSONAL INFORMATION – PURPOSES AND USE](#)
- [V. AGGREGATION OF INFORMATION](#)
- [VI. SHARING YOUR PERSONAL INFORMATION](#)
- [VII. STORAGE PERIOD](#)
- [VIII. ACCESS, RECTIFICATION AND DELETING AND RIGHT TO OBJECT](#)

## I. GENERAL

As BiZZdesign Holding BV and its subsidiaries ("BiZZdesign"), we collect personal data of our customers and of the visitors of our websites while providing our services. On several website pages and in our products, you will be asked to enter your personal data. Personal data is information that can be traced back to individuals, such as telephone numbers, e-mail addresses, business addresses or even home addresses. As BiZZdesign we take the privacy of our customers and all other people that are connected with BiZZdesign, i.e. through our websites, or in any other way, very seriously. BiZZdesign takes every effort to process and store the personal data that you provide to BiZZdesign in such a manner that your privacy is protected and ensured. Specific laws in the Netherlands govern these conditions, as well as any disputes or claims arising from or in connection with these conditions. BiZZdesign is entitled to change these conditions without further notification to improve all privacy interests. Any changes will be announced on our main corporate website (<https://bizzdesign.com/>) immediately.

## II. COOKIES AND USAGE STATISTICS

In addition to personal data, BiZZdesign uses cookies on several parts of our websites and product portals. A cookie is a small file that a server stores on your hard disk and can only be recognized by the server that saved the cookie. A cookie can show our server that you have returned to a particular page on a website. We use cookies and similar tools to gather information, such as your IP address (a number that is assigned to your computer when you are surfing on the Internet), and the date and the time of your visit to our websites and portal pages. This information can be used to generate statistics about the websites, in order to assess their use anonymously and in terms of total figures. This information can also be used to optimize the websites and the solutions and services offered to customers. BiZZdesign uses several types of cookies. For the HoriZZon and HoriZZon Server applications hosted by BiZZdesign only strictly necessary cookies are used. Other websites may include performance cookies, functional cookies and/or social media cookies. In such cases visitors to these websites are asked for permission to store such cookies and have the opportunity to deny use of these cookies.

**Strictly necessary cookies.** These cookies are necessary for our websites to function and cannot be switched off in our systems. They are usually only set in response to actions made by you which amount to a request for services, such as setting your privacy preferences, logging in or filling in forms. You can set your browser to block or alert you about these cookies, but if you do so, some parts of the site will not work. These cookies do not store any personal information.

**Performance Cookies.** These cookies allow us to count visits and traffic sources so we can measure and improve the performance of our site. They help us to know which pages are the most and least popular and see how visitors move around the site. All information these cookies collect is aggregated and therefore anonymous. If you do not allow these cookies we will not know whether you are a returning visitor of our site, and will not be able to monitor its performance.

**Functional Cookies.** These cookies enable the website to provide enhanced functionality and personalization. If you do not allow these cookies, some or all of these services may not function properly.

**Social Media Cookies.** Our websites may include buttons to promote web pages ("like") or share ("tweeting") on social networks such as Facebook and Twitter. These buttons work through pieces of code that come from Facebook or Twitter itself. Cookies are placed by means of this code. We can't influence that. Please read the privacy statement of the respective third parties (which may change regularly) to read what they do with your (personal) data they process through these cookies.

## III. CLICK BEHAVIOR AND VISITING INFORMATION

When using our websites and/or products we obtain general usage details. These concern the IP address of your computer, information about the action(s) performed, date and time and additional data that your browser sends. We use this data for statistical analysis of product and website usage and to optimize the operation of products and websites. We try to pseudonymize or anonymize this data as much as possible and this data is not provided to third parties who could use it for their own purposes. We use this data because of our legitimate interest in monitoring and improving our websites and products. We keep anonymized data (that does not contain any personal data) as long as they are relevant to us.

## IV. USING YOUR PERSONAL INFORMATION – PURPOSES AND USE

BiZZdesign uses the data we collect for:

**Services.** BiZZdesign processes your personal data to be able to deliver our services to you. We use the data for example to send an invoice, maintain our relationship with you or improve your product usage experience. We also use the data to answer any of your requests for information or to judge your application.

**Engagement of third parties.** BiZZdesign may engage other parties to perform (part of) our services to you. To the extent that these third parties need access to personal data to perform such services, BiZZdesign has taken the appropriate contractual and organizational measures to ensure that your data are processed exclusively for the purposes specified in this privacy policy and in accordance with all applicable laws and regulations.

**Marketing, sales activities and other electronic social media communication.** As a customer of BiZZdesign, we are happy to make offers for our products and services. We may do this by phone, email or mail.

**Processing of your data on BiZZdesign websites.** We collect and use your personal data on our websites to deliver our (web) services and communicate with you. Your data are also used for research and analysis to improve our services and our websites. We may also use your data entered on our websites in certain cases to send information by e-mail about other services of BiZZdesign to you, provided that you have given us consent for that.

**Recruitment purposes.** We allow you to submit your CV for general applications, to apply for specific jobs or to subscribe to our job alerts. Your CV will be stored in a database managed and controlled by BiZZdesign. BiZZdesign may use a third party to host the service, application and database. BiZZdesign will engage with the third party as according to the "Engagement of third parties" paragraph above. The submitted CV's will be accessible by all BiZZdesign entities and their employees around the world.

## V. AGGREGATION OF INFORMATION

BiZZdesign uses information about your usage of our websites, products and services to manage performance and availability of our services and improve our products. Information that is used for these purposes is always anonymized and aggregated across multiple user accounts.

## VI. SHARING YOUR PERSONAL INFORMATION

We do not share your personal data with third parties unless one of the following circumstances applies.

**With your explicit consent.** We may share your personal data with third parties when we have your explicit consent to do so. You have the right to withdraw this consent at all times.

**For external processing by third parties engaged by us.** We may provide your personal data to our subsidiaries or other trusted businesses or persons to process it for us, based on our instructions and in accordance with our privacy policy and any other appropriate obligations of confidentiality and security measures.

**For legal reasons.** We may share your personal data with third parties if we have a good-faith belief that access to and use of the personal data is reasonably necessary to (i) meet any applicable law, regulation, and/or court order; (ii) detect, prevent, or otherwise address fraud, security or technical is-sues; and/or (iii) protect the interests, properties or safety of BiZZdesign, our users or the public in accordance with the law.

## VII. STORAGE PERIOD

BiZZdesign does not store your personal data longer than is legally permitted and necessary for the purposes for which the data were collected. The storage period depends on the nature of the information and the purposes of processing. The maximum period may therefore vary per use.

## VIII. ACCESS, RECTIFICATION AND DELETING AND RIGHT TO OBJECT

BiZZdesign offers you access to the personal data we process. This means you can contact us asking us to inform you about your personal data that we have collected and processed and the purposes such data are used for. If you believe we are holding inaccurate personal data, please contact us so we can correct the data. You may also ask us to delete your personal data from our systems. We will comply with such requests unless we have a legitimate ground to not delete the data. After the data have been deleted, we may not immediately be able to delete all residual copies from our active server backup systems. We may reject requests that are unreasonably repetitive, require disproportionate technical efforts or have disproportionate technical consequences, risk the privacy of others, or would be extremely impractical.

You may object to certain use of your personal data if such data are processed for other purposes than necessary for the performance of our services or for compliance with a legal obligation. You may also object any further processing of your personal data after withdrawing prior given consent. If you object to the further processing of your personal data, this may lead to fewer possibilities to use our websites and other services.

For the above you may contact BiZZdesign Holding BV, Corporate Security Officer, Capitool 15, (7521 PL) Enschede, the Netherlands or [privacy@bizzdesign.com](mailto:privacy@bizzdesign.com) including your name, address, phone number and a copy of a valid ID. You will receive a response in writing within 4 weeks.

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