

# Privacy statement Lighthouse IP

*Lighthouse IP* is owner of this website and is responsible for processing personal data as is explained in this privacy statement.

## **Contact:**

Address : Tupolevlaan 81, 1119 PA, Schiphol-Rijk, The Netherlands

Tel : +31 (0)85 8000024

E-mail : info@lighthouseip.com

## **Personal data that we process**

We, firstly, process personal data that you provide us through the forms on this website, for orders of products and/or other use of our services, such as:

- First and Last Name
- Telephone number
- E-mail address

Due to the kind of services we provide, we will automatically collect and process personal data of inventors and/or owners of intellectual property rights (e.g., patents, utility models, trademarks, and designs) mentioned on application and registration documents filed with or issued by registration authorities.

We may also process personal data when you apply for a job with us, such as your CV and contact details, or when you are a supplier and we need personal contact and payment details.

## **For which purpose and on what (legal) basis do we process personal data**

We process your personal data for the following purposes:

- To be able to contact you if this is required to be able to provide our services
- To be able to deliver goods or services at your address
- To be able to meet requirements on inventorship and ownership of intellectual property rights
- To be able to determine whether you meet the job qualifications
- To be able to contact you or make payments if you are a supplier

We process personal data if this is necessary to comply with a legal obligation and/or if we have a legitimate interest to do so. For example, some laws may oblige us to mention personal data on inventorship and/or ownership of intellectual property on application and registration documentation that we process. Due to the services we provide on intellectual property data, we also have a legitimate interest to include such public available information.

In addition, we process personal data of which processing is necessary for the performance of the contract under which we provide our services.

## **Period for which we retain personal data**

We will save your personal data no longer than strictly necessary, or than is required by applicable laws and regulations. Data that are filled out in forms on this website will be retained for reference and administrative purposes and no longer than strictly necessary. Personal data pertaining to a job application that is not fulfilled will be kept no longer than 4 weeks.

## **Sharing personal data with third parties**

We only provide data to third parties if this is required for fulfilling our agreements with you or to

comply with legal obligations and as long as it is in compliance with the aforementioned purposes and (legal) basis.

We will conclude a data processing agreement with third parties that process personal data on our behalf, requiring such third parties to also abide by the rules of the GDPR. Third parties engaged by us, who offer services as controller of personal data, have an own responsibility to comply with the GDPR for (further) processing your personal data.

Given that we are an internationally operating company, this may mean that we have to transfer personal data to another country. Insofar this concerns a country outside the European Union, or the European Economic Area, that provides less legal protection for personal data, we will ensure that an adequate level of protection is available.

### **Cookies**

A cookie is a small text file that is stored in your browser at the first visit to a website. We refer to our cookies policy on this website for the use we make of cookies and the way in which your privacy is secured [We only use technical and functional cookies. And analytic cookies that do not infringe your privacy. The cookies we use are necessary for a proper operation of this website and your user-experience. They take care the website works well and remember for example your preferences. You can refuse cookies in your internetbrowser-settings. You can remove all cookies with your browser-settings.]

### **Your rights with respect to your personal data**

You have the right of access to your personal data, or to have your personal data modified, transferred or removed.

You have the right to revoke your permission for data processing or to restrict or object to the processing of your personal data.

You can submit a request for any of the above by E-mail to: [info@lighthouseip.com](mailto:info@lighthouseip.com).

To be sure you are authorised to perform such a request, please include a copy of your ID. However, to protect your privacy, black out your photo, MRZ (machine readable zone, the area with all the numbers at the bottom), passport-number and Social Service number or BSN (BSN). We will respond to your request asap, but at least within four weeks.

If you have a complaint with respect to our processing of your personal data, please let us know. You also have the option to send a formal complaint to the national authority for GDPR in the Netherlands.

### **How we protect our and your data**

We take the protection of all our and your data serious and take adequate technical and organizational measures to prevent abuse, loss, unauthorised access, unauthorised publication and unauthorised modifications.

If you have the impression your data are not protected adequately or if you observe any signs of abuse, please contact us via E-mail at: [info@lighthouseip.com](mailto:info@lighthouseip.com)