

# ActionPlanner Privacy Policy – User consent

## Summary

This Privacy Notice aims to help you understand what data we collect, what we use it for and how you can exercise your rights.

This is what you can read in more details below:

- We only collect data about your use of our application that is necessary for providing and improving our application and services to you.
- We do not use profiling, we do not sell or in any other way spread your data to third parties and we do not use your data for purposes other than what we specified.
- We also make sure that your data is stored securely. We delete all information deemed no longer necessary.
- At any point in time you can contact us through one of the ActionPlanner super users in your organization to get information about what data we process about you.

## What and why

When you sign in to ActionPlanner the first time, we ask you to provide some data about yourself. This data is your name and email address. Moreover, it is optional for you to insert real data in the fields: date of birth, phone number, title, initials, gender and nationality. The data will be collected, processed and stored so that it is possible for us to deliver the best application and services to you e.g. to allow you access to our services, contact you to respond to your requests, notify you about relevant user feedback and actions, provide statistical and aggregated overview reports etc.

It is not possible for us at ActionPlanner to track data back to you since we only have access to anonymised and aggregated data for statistical and optimisation purposes.

## Do we share your personal data?

ActionPlanner does not share or sell your personal data to any third parties.

## Information Security

When ActionPlanner process data about you, we also make sure that your data is protected from unauthorized access, loss, manipulation, falsification, destruction or unauthorized disclosure. This

is done through appropriate technical measures, that ensure that our information security meets all regulatory demands.

### Access to information

You have the right to request access to the personal data we have about you. You can do this by contacting us through the ActionPlanner super users in your organization.

We are not allowed to provide you with this data until the organisation that you work for has granted us permission to do so. When they do, we will make sure to provide you with a copy of the data we process about you.

### Information Correction & Deletion

If you believe that the data we have about you is incorrect, you are welcome to contact us through the ActionPlanner super users at your organization, so we can update it and keep your data accurate.

Any data that is no longer needed for the purposes specified in “What and why” will be deleted.

### When this Privacy Policy applies

This Privacy Policy is applicable to the services offered by ActionPlanner in our application, ActionPlanner.

This version of the Privacy Policy is effective from May 2018.

### Changes

We reserve the right to change this Privacy Policy. We constantly review our Privacy Policy and strive towards making it better.