

TIQ is committed to protecting and respecting your privacy. In order to guarantee your privacy TIQ always acts in accordance with the Data Protection Act. This document sets out TIQ's Privacy Policy. This Privacy Policy (together with our Terms of Service and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. The capitalized words are defined in the Terms of Service.

1. Who is TIQ

TIQ B.V. ("TIQ") is a private company with limited liability established and existing under the laws of the Netherlands, having its registered office in (1013BD) Amsterdam, the Netherlands, at Haparandaweg 948a, registered with the Chamber of Commerce under 61519707.

TIQ offers a platform through the Website and mobile application, called TIQ, which enables you to automatically register your daily activities and to share these with the people you are working with. The TIQ Application integrates with Sources you already use. These Sources contain information ("Data") about how you spend your time. By connecting with these Sources you can synchronize and import your Data from these Sources. In the TIQ Application this information is collected and presented on your timesheet matched to specific clients, projects or tasks.

2. What information does TIQ collect and process?

To allow you to use the Service, TIQ will collect personal information about you. In this paragraph we will describe what personal information TIQ collects and to what end TIQ collects your personal data.

TIQ encrypts and stores the following personal data: email address, calendar items (subject, attendees, location), document data (filename, creation date, update date) and email data (addressees, subject line).

TIQ does not track or store: email credentials, passwords, email body contents, email attachments, address lists, contact lists, document contents or document server locations.

Contact form

On its Website, TIQ offers a contact form, to contact TIQ if you are interested in the use of the TIQ Application. You can request for a demo by leaving your contact information on the Website. To process your request and/or to contact you, you need to provide TIQ with the following information:

- first and last name;
- company name;
- phone number;
- email address

Account

In order to use the Service, you must login to your Account. TIQ shall provide you with a username and password to your Account.

After termination of the Agreement, TIQ shall automatically remove your Account. TIQ remains entitled to use your personal information as described above for the purposes as described in this Privacy Policy. TIQ will, however, upon your request, anonymize or remove your information.

Link to Channels

You may choose to link your Account to Channels, such as Gmail, Outlook and/or Office 365. For the use of these third party services you are bound by the conditions for use of these services. TIQ cannot influence such third parties and thus cannot guarantee that these third party services use your personal data in accordance with the law.

Data

TIQ stores and processes all of the information/Data that you make available through the TIQ Application.

Payment details

In order to make full use of the Service, you are required to purchase an Account. For this transaction, TIQ may require your payment details. The required data depends on the payment option chosen by you and may include your name, bank account number or credit card number. These data are never used for any other purpose than to process your payment.

Newsletter

You can subscribe to TIQ's newsletter on the Website that will keep you informed of the promotions TIQ organises. You will receive the newsletter on a regular basis. If you no longer wish to receive the newsletter, you can unsubscribe by sending an email to info@tiqtime.com. A possibility to unsubscribe is also included in every individual newsletter. In case you unsubscribe, TIQ advises you to regularly check the Website for new promotions.

Automatically generated data

TIQ requires certain information in order for the Service to work as optimally as possible (for example, to display the Data correctly and to keep its Service secure). That is why TIQ automatically collects generated data about your use of its Service. This information consists of your IP address (an unique number, which makes it possible to recognize your device), the type of browser (the computer program used to view internet pages), your operating system, your login time, session length and your Account ID if you log into your Account.

In so far as TIQ uses this information, the data is not connected to your name or other personal data.

3. Does TIQ use cookies?

TIQ uses cookies on the Website and in the TIQ Application. Cookies are small text files that are placed on the hard drive or in the memory of computers or mobile devices. The cookies that are stored through the Website and the TIQ Application cannot harm your computer or mobile device, or any files that are saved on this equipment.

TIQ uses functional cookies. These cookies are necessary to provide the services you request. For instance, functional cookies allow you to proceed through different pages of a website with a single login and they remember selections in language choice and (order)forms that are filled out on websites.

Third party cookies

NewRelic

TIQ uses NewRelic for monitoring our server, analysing performance and reporting errors. NewRelic uses cookies and monitors part of your behaviour on our site. TIQ has no control or liability over these cookies set, so you should check the relevant third party's privacy and cookie policy for more information.

Google Analytics

TIQ uses Google Analytics to analyse the use of the Website. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated relating to our Website is used to create reports about the use of the website. Google will store and use this information. TIQ has no control or liability over these cookies set, so you should check the relevant third party's privacy and cookie policy for more information.

Delete cookies

The consent you have given to store and read cookies, can be withdrawn at any time by setting your browser to disable cookies and/or to remove all cookies from your browser. Please consult the help-function of your browser to learn how you can delete cookies. Please take into account that deleting cookies may cause some parts of the Website and the TIQ Application to work incorrectly.

Note: refusing or deleting cookies only affects the computer and the browser on which you perform this action. If you use different computers and/or browsers you will need to repeat the above described actions on these computers and/or browsers. If you wish to use cookies, make sure you log-out of your Account when you leave a computer for public use.

4. For what purposes will TIQ use personal data about you?

Purposes

TIQ may use your personal information for the following purposes:

- To allow you to use the Service via the TIQ Application and the Website;
- To communicate with you about the Service, your Account and the TIQ Application;
- To configure the TIQ Application and Website to your wishes and needs;
- To protect, adjust and update the TIQ Application and the Website.

Use by third parties

Without your explicit consent TIQ shall not provide your personal information to third parties for the purpose of direct marketing.

TIQ may provide your personal data to third parties only if this is necessary to perform the services requested by you.

TIQ may also provide your personal data to third parties if you have given explicit consent to do so and/or if the information cannot in any way be traced to you. Also, TIQ may provide your personal data to third parties if TIQ is obliged to do so on account of national or international laws, case law and/or regulations, if TIQ considers it necessary to do so in defence of its own rights.

The TIQ Application and/or the Website may contain hyperlinks which navigate you from the TIQ environment to the website or application of a third party. TIQ has no authority over the services and/or websites of third parties to which is linked on the Website and/or the TIQ Application. It therefore may be the case that for the use of those services and/or websites of third parties another privacy policy is applicable. This Privacy Policy is exclusively applicable to the personal data that is obtained through the TIQ Application and the Website. TIQ does not accept any responsibility or liability for the (use and/or content of the) services and/or websites of third parties.

5. How does TIQ protect you personal data?

TIQ takes appropriate technical and organizational measures to protect your (personal) information against loss or any form of unlawful use. All information fetched via connected Channels is stored and encrypted on the customers hosted Azure SQL Service database.

6. How can you view, change or delete your personal data?

If you wish to know what information TIQ has collected about you or if you wish to change data that you cannot change yourself in your Account, then you can send a request for information on your personal data to: info@tiqtime.com. TIQ will respond to your request within four (4) weeks. If you then wish to correct, add, remove or screen your personal data, you may send another request thereto. TIQ will then respond within four (4) weeks to such a request. If TIQ decides to deny your request, it shall inform you on the grounds of this decision.

7. Can this Privacy Policy be changed?

It is possible for this Privacy Policy to be amended in the future. It is therefore recommended to regularly visit the section on the Website or the TIQ Application in which we outline the Privacy Policy.

8. Questions?

If you have any questions about this Privacy Policy, please do not hesitate to contact us via info@tiqtime.com.