

Our Data protection policy according to the European GDPR

Punctus Ltd., (Punctus Greenkeeping GmbH, we, us, Punctus) are committed to protect your personal information and web-based data.

Please note:

The website with general information is also available in French and Dutch. Punctus Ltd. has English and German only as contract language.

Collect, store and use of your personal data

Punctus Ltd. gathers personal data in connection with marketing, managing relationships with prospects and customers as well as servicing prospects and customers of the Punctus Greenkeeping Software. When you enquire online, by e-mail or phone about offer information and access to a demo or test version of the software and provide us with personal data in the process, we will store and use the data as described below. The same applies for personal data given during the course of a phone call or e-mail exchange initiated by Punctus with an organisation, club or business. When you give us personal data, you agree that Punctus uses them for marketing purposes for the Punctus Greenkeeping Software by telephone or e-mail.

When we gather information regarding name, position, e-mail and phone number from a club or other entity's website that might be interested in the Punctus Greenkeeping Software, we do so based on legitimate interest.

The personal data we handle are predominantly first and last name, phone numbers and e-mail address, name of the organisation, club or business and your position therein. Without these personal data, Punctus will not supply offer information or access to a demo, test or full version of the Punctus Greenkeeping Software. Punctus has a legitimate interest to know who you are and how to contact you by phone and e-mail.

As marketing contacts frequently last over many years and client relationships also last many years, Punctus stores your personal data until there is no longer a reason to do so. We review this once a year. For customers with an active licence to use the software, storing your data is a condition to having a contract with us. If your personal data are stored with us, you do have the right, to contact us by e-mail or letter and ask for a copy of the information we hold. We will supply this in a structured, commonly used and machine-readable format. You can also ask us to delete, block or correct all or some of your personal data including how you wish to be contacted. We will then do so within 30 days and will send you a final email, confirming this. Until that day, the legal basis to store and use your personal data stays in place. A correction of data will also be confirmed by e-mail.

You have the right to obtain personal information you have provided us with (in a structured, commonly used and machine-readable format) and to reuse it elsewhere or ask us to transfer this to a third party of your choice. If you feel that your personal data have not been handled properly, you have the right to make a complaint with your relevant national authorities.

For Punctus Ltd.: <https://ico.org.uk/concerns/>

In case your personal data are still needed to initiate, resolve or defend in a legal conflict or if there are requirements by law compelling Punctus to preserve personal data, a request to delete data can only be handled when these issues no longer exist. Until then, data are blocked and will only be used for the legal issues on hand or to comply with requirements by law. After that, the 30 day period and procedure as described above will be applied. Your personal data are stored with encryption on a server within the EU. Access to your personal data is by staff and representatives of Punctus or

individuals and companies with whom Punctus has a working relationship regarding acquisition, administration of client relationships and service. Your personal data are not forwarded to third countries that are outside the scope of EU law. Punctus Ltd does not sell or pass your personal data to third parties, except as described above.

Software

The Punctus Greenkeeping Software is being web-hosted in the EU. Personal data entered by the user into the software in a test or full version are sent to the web-hosting company using a secure connection. On our server, personal data are encrypted separately. Personal data for EU customers are not transferred to third countries outside EU law. The software uses cookies to store your preferences only. They do not track you. You can select in your browser settings how you want cookies to be saved or deleted. We also maintain a log file in your database, which records the IP address, the log-in e-mail address and the date when you log into the Online Software.

If you are interested in looking at the software or you are an existing customer, we will use TeamViewer Software to show the software or give you service in testing it or using it as a customer. When using TeamViewer, some of your data will be accessed by TeamViewer. This is happening within the framework of EU law. Please see links below for TeamViewer privacy information. Please note, that when you are clicking this link, you are entering Team Viewers website. Make sure you familiarise yourself with their privacy policy regarding cookies and tracking. We cannot control or take responsibility for their privacy policy.

English <https://www.teamviewer.com/en/security/>

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