

## Cookie policy

This version is in effect since the 23<sup>rd</sup> of February 2015

### 1. General

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1.1. The **private limited liability company incorporated under Belgian law “ScriptBook”**, with registered office at BE–9160 Lokeren (Belgium), Gasstraat 37W8, registered at the Register of Legal Entities of Antwerp, section Antwerp, under the number 0567.613.217 and known by the VAT-administration under the number BE 0567.613.217 (hereinafter “ScriptBook”) primarily makes use of cookies to enhance the surfing experience on <http://www.ScriptBook.io> (hereinafter the “Website”). All data ScriptBook retrieves from their cookies is anonymous and is only used to understand the customer experience on the Website with the aim to improve the performance and usability on this Website.

1.2. ScriptBook may change, supplement or amend this policy as it relates to any future use of the Website from time to time, for any reason, by conspicuously posting a revised policy on the Website.

### 2. What is a cookie?

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2.1. A cookie, also known as an HTTP cookie, web cookie, or browser cookie, is usually a small piece of data sent from a website and stored in a user's web browser while a user is browsing a website. When the user browses the same website in the future, the data stored in the cookie can be retrieved by the website to notify the website of the user's previous activity. Cookies were designed to be a reliable mechanism for websites to remember the state of the website or activity the user had taken in the past. They help ScriptBook to optimize a visit to the website by a visitor (hereinafter the “Visitor” or “you”), to remember technical choices (e.g. choice of language, a newsletter, etc.) and to show more relevant services and offers. If you want to consult the Website, ScriptBook recommends that the cookies are turned on. However, if you prefer not to do this, you are always free turn them off.

2.2. Cookies may include clicking particular buttons, logging in, or a record of which pages were visited by you even months or years ago. Although cookies cannot carry viruses, and cannot install malware on the host computer, tracking cookies and especially third-party tracking cookies are commonly used as ways to compile long-term records of individuals' browsing histories — a major privacy concern that prompted European and US law makers to take action in 2011. This cookie policy is in accordance with the current Belgian law (Law of 10/07/2012 laying down provisions on electronic communications, BS 20/9/2012).

2.3. This Website uses different types of cookies.

#### 1. Strictly necessary cookies

As the name suggests these cookies are strictly necessary to enable you to move around the Website or to provide certain features that you have requested.

#### 2. Functionality cookies

These cookies enhance the functionality of the Website by storing the Visitor's preferences.

#### 3. Tracking cookies

These cookies will outlast user sessions. If a persistent cookie has its max-age set to 1 year, then, within that year, the initial value set in that cookie will be sent back to the server every time you visit the server. This is used to record a vital piece of information such as how a Visitor initially came to this Website. For this reason they are also called tracking cookies. For example, once you have selected your preferred language, the Website will record this preference in a persistent cookie set on your browser. When you then revisit the Website it will use that persistent cookie to ensure that the content is delivered in your preferred language.

#### 4. Performance cookies

These cookies help to improve the performance of the Website, providing a better user experience.

ScriptBook uses Google Analytics, a popular web analytics service provided by Google, Inc. Google Analytics uses cookies to help ScriptBook to analyze how visitors use the Website. It registers the number of visitors and tells things about their behavior overall – such as the typical length of a visit on the Website or the average number of pages a Visitor views.

### 5. Third party cookies

To support ScriptBook's communications ScriptBook embed the content of social media channels such as YouTube, Facebook and Twitter and ScriptBook makes use of sharing possibilities on social networks. The channels ScriptBook uses may present cookies from these websites and does not control these. The Visitor should check the relevant third party website for more information about these cookies.

## 3. List of cookies this Website uses

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3.1. The table below lists the cookies ScriptBook collects and what information they store.

- Session ID-cookie
- Google Analytics
- Hubspot
- Stripe

## 4. Opting out of cookies

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4.1. There are a number of options available to avoid the storage of cookies. Please visit the websites of the different browsers to learn how to block the storage of cookies. Besides avoiding storage, it is also possible to delete at any time the current installed cookies on your computer.

- Apple Safari: <http://docs.info.apple.com/article.html?path=Safari/3.0/en/9277.html>
- Google Chrome: <http://support.google.com/chrome/bin/answer.py?hl=en-GB&answer=95647>
- Microsoft Internet Explorer: <http://www.microsoft.com/info/cookies.msp>
- Mozilla Firefox: <http://support.mozilla.org/en-US/kb/Enabling%20and%20disabling%20cookies>

4.2. You need to bear in mind that if you decide to delete all of your cookies, you will likely have to re-enter all of your usernames and passwords on all of the websites that you visited, which you previously did not even have to think about. As mentioned before, cookies can be a real asset to the web surfing experience.

## 5. Governing Law – Dispute Resolution

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5.1 All issues, questions and disputes concerning the validity, interpretation, enforcement, etc. of this policy shall be governed by and construed in accordance with Belgian law.

5.2. Any controversy or claim arising out of or relating to this policy or the breach thereof shall be submitted to the sole jurisdiction of the competent courts of the registered office of ScriptBook.

