Cookie Policy Doccle

Version July 2023

1.   General

1. This cookie policy ("Cookie Policy") governs the use of cookies and similar technologies as part of your use of our Doccle platform (the "Doccle platform") and associated services (referred to as "Service"). This processing is carried out by Doccle Ltd. as data controller, with registered office at Esplanade 65, 1020 Brussels, Belgium ("we", "us"), registered with the CBE under number BE 0846.382.408 in accordance with applicable legislation on the protection of personal data.

2. Cookies are small text files that are stored on the hard drive of a device and contain certain information, sometimes including personal data. When you use our Doccle platform and/or Service, we also collect and process personal information other than via cookies and similar technologies. If you want to know more, read our Privacy Policy.

3. By continuing to use our Doccle platform and/or Service, you acknowledge that you have read this Cookie Policy carefully and that you agree with it without reservation. As set out in this Cookie Policy, you can change your cookie preferences at any time.

4. We reserve the right to change, supplement or replace this Cookie Policy. Such changes, additions or replacements will be brought to your attention via our Doccle platform and/or Service. If you have any comments on this Cookie policy, we ask you to send an e-mail to privacy@doccle.be.

2.   Which cookies and why

When you use our Doccle platform and/or Service, we place cookies or use similar technologies with which we collect and process data about you.

We distinguish different types of cookies according to their purpose:

- Necessary (technical and operational) cookies.
- Preference cookies
- Statistical Cookies
- Marketing cookies.

Necessary (Technical and operational) cookies

The use of these cookies, files and technologies allows us to make our platform more user-friendly, for example:

o by easily recognizing you as a customer, it is avoided that username and password have to be entered each time.
o By allowing you to navigate our website smoothly and/or to enable interactivity with our websites. For example, by using cookies, our chatbot Doccy can follow you from the public to the protected part of Doccle.

Preference Cookies

Preference cookies store your preferences while browsing a website. They are used to improve the functionality and user experience of a website. Examples of information that may be stored in preference cookies are language preferences and user settings.

Statistical cookies

We use those purely for internal research into how we can improve the service we provide to all our users. The cookies simply assess how you interact with our website - as an anonymous user (the data collected does not identify you personally). This data is also not shared with third parties or used for any other purpose.

Marketing cookies

These cookies are used in the context of Doccle's marketing activities. This data is not shared with third parties or used for any other purpose.

3.   Overview of all Doccle cookies

The overview of all cookies can always be found online on our website https://doccle.be.

At the bottom right you can find a button with the following logo: . Behind this button you can find the list of all cookies used on the Doccle.be website. We show the name, the type of cookie (Necessary, preferences, Analytical, Marketing or unclassified), the purpose and the duration of the cookie.

4.   Adjusting your cookie preferences

Adjust cookies via the Doccle.be website

To make it even easier for you which cookies you accept and which you do not, we use a website module 'Cookiebot' (https://www.cookiebot.com/). This module itself saves cookies to save your preferences. This module allows you to control which cookies you accept and which you do not.

Adjust cookies in your browser

You can prevent cookies from being placed or delete cookies that have already been placed by adjusting your settings in your browser. You can find help with adjusting these settings on the website of the browser you are using. Please note that not allowing cookies when visiting the Doccle Platform may result in some or all functions of the Doccle Platform not working properly.

Internet Explorer: https://support.microsoft.com/en-gb/windows/delete-and-manage-cookies-168dab11-0753-043d-7c16-ede5947fc64d

Microsoft Edge: https://support.microsoft.com/en-gb/windows/microsoft-edge-browsing-data-and-privacy-bb8174ba-9d73-dcf2-9b4a-c582b4e640dd

Chrome: https://support.google.com/chrome/answer/95647?hl=en

Firefox: https://support.mozilla.org/en-US/kb/cookies-information-websites-store-on-your-computer

Safari: https://support.apple.com/en-gb/guide/safari/sfri11471/mac

5.   Adjustments to the cookie policy

In this rapidly changing world, our Cookie Policy is also subject to change. You can always find the most recent information at the bottom of our website at www.doccle.be

Change overview

- 04/06/2020 : first version of Cookie Policy
- 20/01/2022 : changes to CookieYes module
- 04/2023 : review of the Cookie Policy
- 07/2023 : Review of the Cookie Policy, changes to Cookiebot module