

Website Privacy Policy – 25 May 2018

By law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

Who are we?

We are Legato Computers sàrl. Our address is 1 rue de Principale, L-9806 Hosingen. You can contact us by post at the above address, by email at info@legato.lu or by telephone on +352 26913317.

We are not required to have a data protection officer, so any enquiries about our use of your personal data should be addressed to the contact details above.

How we use your information - When you use our website

When you use our website to browse our products and services and view the information we make available, a number of cookies are used by us and by third parties to allow the website to function, to collect useful information about visitors and to help to make your user experience better. We are using Google Analytics to optimize your surfing experience.

Some of the cookies we use are strictly necessary for our website to function, and we don't ask for your consent to place these on your computer.

How to disable cookies by configuring the most common browsers

Chrome:

1. Open Chrome Browser
2. Click on the browser toolbar menu next to the URL window
3. Select Settings
4. Click Show Advanced Settings
5. In the "Privacy" section, click "Content Settings"
6. In the "Cookies" section you can change the following cookie settings:
 - a. Allow local data storage
 - b. Edit local data only until the browser is closed
 - c. Do not allow sites to set cookies
 - d. Block third party cookies and site data
 - e. Manage exceptions for some internet sites
 - f. Delete one or all cookies

Mozilla Firefox:

1. Open Mozilla Firefox
2. Click on the browser toolbar menu next to the URL window
3. Select Options
4. Select the Privacy panel

5. Click Show Advanced Settings
6. In the “Privacy” section, click “Content Settings”
7. In the “Tracking” section you can edit the following cookie settings:
 - a. Request sites to avoid any tracking
 - b. Notify sites of the willingness to be tracked
 - c. Do not communicate any preference regarding personal information tracking
8. In the “Chronology” you can:
 - a. Enable “Use custom settings” and select accept third party cookies (always, by most visited websites or never) and save these cookies for a specified time period (until expiry, until Firefox is closed, ask every time)
 - b. Remove single stored cookies

Internet Explorer:

1. Open your Internet Explorer browser
2. Click Tools and select Internet Options
3. Click on the Privacy tab and change the slider in the Settings section according to the desired cookie action:
 - a. Block all cookies
 - b. Allow all cookies
 - c. Select the sites from which you want to get cookies: move the cursor to an intermediate position so as not to block or allow all cookies, then click on websites, add the website address in the box and then click on Block or Allow

Safari:

1. Open Safari Browser
2. Click Safari, select Preferences and click Privacy
3. in the Block Cookies section, specify how Safari should accept other website cookies.
4. To view which sites saved cookies, click Details

Opera:

1. Open the Opera browser
2. Click Preferences and then click Advanced, and then click Cookies
3. Select one of the following options:
 - a. Accept all cookies
 - b. Accept cookies only from the site I visit: third-party cookies sent from a domain different from the one being visited will be refused
 - c. Never accept cookies: all cookies will never be saved

We do not collect personal information via our website.

Your rights as a data subject

By law, you can ask us what information we hold about you, and you can ask us to correct it if it is inaccurate. If we have asked for your consent to process your personal data, you may withdraw that consent at any time.

If we are processing your personal data for reasons of consent or to fulfil a contract, you can ask us to give you a copy of the information.

If we are processing your personal data for reasons of consent or legitimate interest, you can request that your data be erased.

You have the right to ask us to stop using your information for a period of time if you believe we are not doing so lawfully.

Finally, in some circumstances you can ask us not to reach decisions affecting you using automated processing or profiling.

To submit a request regarding your personal data by email, post or telephone, please use the contact information provided above in the **Who Are We** section of this policy.

Your right to complain

If you have a complaint about our use of your information, we would prefer you to contact us directly in the first instance so that we can address your complaint. However, you can also contact the Commission Nationale pour la protection des Données via their website at <https://cnpd.public.lu/en/particuliers/faire-valoir/formulaire-plainte.html> or write to them at:

CNPD

1, avenue du Rock'n'Roll
L-4361 Esch-sur-Alzette

Updates to privacy policy

We may review and, if appropriate, update this privacy policy from time to time, and as our services and use of personal data evolves. We will contact you to provide information about this and, if necessary, to ask for your consent.

We will update the version number and date of this document each time it is changed.

Job Applicant Privacy Notice (compliant with GDPR)

As part of any recruitment process, Legato Computers sàrl collects and processes personal data relating to job applicants. The organization is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

Our company is currently not employing, therefore, data that is received, will be destroyed immediately upon receipt.

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How does Legato Computers sàrl. protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does Legato Computers sàrl. keep data?

Our company is not employing at the moment, therefore, data that is received, will be destroyed immediately upon receipt.

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Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organization to change incorrect or incomplete data;
- require the organization to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where Legato Computers sàrl. is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact info@legato.lu.

If you believe that the organization has not complied with your data protection rights, you can complain to the

CNPD

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