Privacy Statement Keesing DocumentChecker v2

Release date: 1 January 2023

1 Introduction

Keesing Reference Systems B.V. takes your privacy very seriously. This policy contains important information about what to expect when Keesing Reference Systems B.V. collects personal information concerning your use of DocumentChecker v2.

The data collected may be about you as a customer user, or it may be about a personal identity document that you are checking with the DocumentChecker v2 service.

This document explains how any such personal data is used with DocumentChecker v2. Please read this policy carefully to understand our views and practices regarding your personal data.

This policy applies to information we collect about:

- people who do business with us or register for our service
- people who use our DocumentChecker v2 MRZ checker (temporarily)
- people who fill out our webforms

For the purpose of the European General Data Protection Regulation (GDPR) the "data controller" for information about your business is Keesing Reference Systems B.V.. In respect of the data submitted for MRZ code checking then Keesing Reference Systems acts as a "data processor".

In relation to all your personal data that we process and hold, along with any of your customer data that you share, then we will observe our obligations under the General Data Protection Regulation and the Data Protection Principles.

2 The personal information we collect for DocumentChecker

When you do business with us or subscribe to our service(s) Keesing Reference Systems B.V. may collect the following personal information from you:

https://sm.keesingtechnologies.com
- Your account name, full account name, passwords, IP addresses, device IDs
- Your username
- Your e-mail address

https://app.documentchecker.com
- MRZ based information from the ID documents you wish to check

3 Machine Readable Zone (MRZ) Checker

The functions of the checker tool are explained in more detail in the product literature. MRZs apply only to personalized ID documents (identity) and not to banknotes.

An MRZ contains some personal information about the document holder: name, gender, nationality, date of birth, and sometimes a unique national identifier number.

There are official formatting rules for all MRZs. These rules contribute to countering document forgery and alteration: they govern only how MRZs are correctly calculated, and not what you do with the data given in the MRZ.

The purpose of the DocumentChecker MRZ checker is to determine code conformity according to the MRZ rules; it does not check, or send for checking elsewhere, the personal data itself. The MRZ checker concerns itself only with the syntax of the MRZ.

The MRZ data collected by the checker is never shared outside of this service. The tool is based on a stateless service (with no database) connected only to the DocumentChecker service application. After responding to each requestor with a result the service automatically deletes the submitted data.

The requestor receives the result to their browser UI which is the only place where data is held at rest. The data and result are deleted there by closing the application, or by closing the checker tool, or when the next check request is sent because only one check can be performed by a submitting client at any given time.

The tool provided is an optional feature to help you check the correctness of the MRZ. If the MRZ code is incorrectly formatted, then this may be a fraud indicator. You, the user or customer organisation, can then make your own observations about whether data shown in the MRZ is for example the same as that shown on the document being checked, or if the printed MRZ data on the document itself looks altered.

Keesing DocumentChecker never sees the original document in your possession and it never stores any personal data from an MRZ.

4 Technical support data

We may collect your connecting IP address and connecting device footprint for system support, access security, and administration purposes.

5 Customer document annotation data

DocumentChecker v2 provides customers with a text-based notepad service. This is an optional feature.

With this function the customer SuperUser has the ability to add information about an organization's policy or guidelines for specific documents. This data is visible only within that customer account to its users.

> For example: *an account superuser may wish to draw to the attention of their user group that a specific document should not be accepted for customer policy reasons.*

Customer superusers are responsible not to enter any personal information to this notepad function.

6 Internet browser settings and Cookies

Our webservices use cookies. Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. We use analytics cookies to collect information on how visitors interact with our website and services and to enable us to maintain and develop these.

7 How we protect your information

We process and store all information you provide to us on our secure servers. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, from that moment on we are responsible for your data in our systems.

Data processors

As a data controller and processor, Keesing Technologies uses the following data processors for DocumentChecker v2.

Microsoft Ireland Operations Ltd
One Microsoft Place, South County Business Park, Leopardstown, Dublin 18, D18 P521, Ireland
An affiliate with registered office in Dublin, headquartered in Redmond, WA, United States of America.
The Controller uses Microsoft Azure, with its approved sub-processors, as cloud solution for platform as a service.   The service processes usernames, email addresses or other user data registered in Keesing Azure AD B2C service, for the purpose of authenticating and authorizing users in their use of the Controller's services, including the use of Single Sign On.   The DocumentChecker v2 service and data are hosted on the Azure platform West Europe region.

8 Access to your information and updating and correcting your information

You have the right to request a copy of the information that we hold about you. If you would like a more information about your personal information, please send an email to gdpr@keesingtechnologies.com

We want to ensure that your personal information is accurate and up to date. If any of the information that you have provided to Keesing Reference Systems B.V. changes, for example if you change your email address or name, please let us know the correct details by using the facilities on the website or sending an email to helpdesk@keesingtechnologies.com

You may ask us, or we may ask you, to correct information you or we think is inaccurate, and you may also ask us to remove information which is inaccurate.

9 Your consent

Through registering into our services, you consent to the use of the information you provide in that connection as set out in this policy. If you provide us with sensitive information, whether for login in, or for any other purpose, you expressly consent to our using that information for monitoring.

10 Changes to Privacy policy

We keep our Privacy policy under regular review. If we change our Privacy policy we will post the changes on this page, and place notices on other pages of the website, so that you may be aware of the information we collect and how we use it at all times.

This Privacy policy was last updated on 1 January 2023.

11 How to contact Keesing Reference Systems B.V.

We welcome your views about our products, website, and our privacy policies.

If you would like to contact us with any queries or comments in relation to privacy then please send an email to gdpr@keesingtechnologies.com

Or you can write to us at the following address:

Keesing Reference Systems B.V., Hogehilweg 17, 1101 CB AMSTERDAM, The Netherlands