

# PRIVACY STATEMENT

LOOSvanVLIET, located at the Kinderhuissingel 4u, 2013 AS in Haarlem, is responsible for processing of the personal data as shown in this privacy statement

Contact details:

Kinderhuissingel 4u, 2013 AS Haarlem

+31 (0) 23 5310 007

www.loosvanvliet.nl

info@loosvanvliet.nl

## **Personal data that we process:**

LOOSvanVliet process your personal data by using our services and /or by providing it to us yourself. Below is an overview of the personal data that we may process from you:

- NAR data
- First and lastname
- Gender
- Function
- Telephonenumber
- E-mailaddress
- Financial data (our creditors and debtors)

## **For what purpose we process personal data:**

**Newsletter:**

We offer a digital newsletter with which we want to inform interested parties about our projects and other news. Your e-mail address will only be added to the list of subscribers with your permission. Each newsletter contains a link with which you can unsubscribe. We process your e-mail address and, if specified by you, your company name and first and last name.

**Business relations:**

Personal details of our business relations are processed in order to deliver our products and services in a good and effective manner. The personal data is collected and processed for the purposes mentioned below:

- to allow you to use our services;
- to enter into and maintain a trade relationship with you;
- to be able to send invoices and to administer payments;
- to inform you about our services and our other activities

(eg via e-mail, invitations to events, newsletters)

**Applications:**

In order to decide whether or not to accept an applicant or to answer an application letter, we process the following personal data:

- first- and lastname
- E-mailaddress
- Residence
- Gender
- Data of birth (if provided)

If the applicant has not received the job, his details will be deleted no later than four weeks after the end of the application procedure. If the applicant gives permission for this, his data can be kept longer in case a different function is released. For this we use a period of 6 months after the end of the application procedure.

## **Automated decision-making**

LOOSvanVliet does not take decisions based on automated processing on matters that can have (significant) consequences for people. These are decisions taken by computer programs or systems, without a person (for example an LOOSvanVLIET employee) sitting in between.

**How long we store personal data**

LOOSvanVLIET does not store your personal data for longer than is strictly necessary to realize the purposes for which your data is collected.

## **Sharing personal data with third parties**

LOOSvanVLIET does not sell your information to third parties and only provides it to other parties if this is necessary for the execution of our agreement with you or to comply with a legal obligation. With companies that process your data in our order, we conclude a processing agreement to ensure the same level of security and confidentiality of your data. LOOSvanVLIET remains responsible for these processing operations.

### **Cookies and Google Analytics**

The website of LOOSvanVLIET only uses technical and functional cookies. These cookies are used by the Google Analytics service to keep track of the statistics of our website. This is done by the Google company. Read more about Google's privacy policy here. <https://www.google.com/intl/en/policies/privacy/>. The statistics show the visitor and click behavior on the website. With this we optimize the information that can be seen on the site. This information is not provided to third parties by LOOSvanVLIET. You can opt out of cookies by setting your internet browser so that it does not store cookies anymore. In addition, you can also delete all information previously saved via the settings of your browser.

### **View, modify or delete data**

You have the right to view, correct or delete your personal data. You also have the right to withdraw your consent to the data processing or to object to the processing of your personal data by LOOSvanVLIET and you have the right to data portability. This means that you can submit a request to us to send the personal information we have in your computer file to you or another organization mentioned by you. You can send a request for access, correction, deletion, data transfer of your personal data or request for cancellation of your consent or objection to the processing of your personal data to [info@loosvanvliet.nl](mailto:info@loosvanvliet.nl). LOOSvanVLIET would also like to point out that you have the opportunity to file a complaint with the national supervisory authority, the Dutch Data Protection Authority. This can be done via the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>  
How we protect personal data  
LOOSvanVLIET takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you have the impression that your data is not secure or there are indications of abuse, please contact us via [info@loosvanvliet.nl](mailto:info@loosvanvliet.nl)