



# Privacy policy

Version 1.0 - May 20, 2018

*We see it as our responsibility to protect your privacy. You can read here what data we collect when you use the website and / or services of Boekbinderij Van Waarden, why we collect this data and how we handle it. This way you understand exactly how we work. Boekbinderij Van Waarden respects the privacy of all users of its website and ensures that the personal information you provide is treated confidentially. Boekbinderij Van Waarden acts in accordance with the Data Protection Act and from 25 May 2018 the General Data Protection Regulation.*

## 1. Who are we

Boekbinderij Van Waarden is established and has offices in Zaandam and is registered in the Commercial Register of the Chamber of Commerce under number 35023114

## 2. What personal data we collect and process

When you give us an order, we ask you to provide the following (personal) data:

- phone number;
- e-mail address;
- Company Name;
- billing address;
- zipcode and city;
- IBAN and ascription;
- VAT number;
- registration number Chamber of Commerce;

When you send e-mails or other messages to us, we keep those messages. Sometimes we ask you for your personal details that are relevant to the situation in question. This makes it possible to process your questions and answer your requests. The data is stored on secure servers of Boekbinderij Van Waarden or those of a third party.

## 3. For what and on what legal grounds is the collected information used

- The use is necessary for the execution of an agreement to which you are a party;
- To invoice you for the use of the services of Boekbinderij Van Waarden;
- To respond to questions and / or complaints you have;
- To secure, adapt and improve the website.
- To provide information about you based on laws and / or regulations.

## 4. Use by third parties

If you provide personal data to Boekbinderij Van Waarden in connection with our services, this personal data will never be shared with third parties, except and insofar as this privacy policy shows.

Boekbinderij Van Waarden can call in third parties to outsource work. These third parties process your personal data exclusively for and on behalf of us. The employees of Boekbinderij Van Waarden are obliged to respect the confidentiality of your data.

Finally, Boekbinderij Van Waarden can provide your personal data to third parties if it is obliged to do so on the basis of laws and / or regulations, it is compelled to do so as a result of a lawsuit and / or in case it deems this necessary to protect its own rights.

## 5. How long does Boekbinderij Van Waarden store personal data

We keep your data as long as necessary for the execution of orders you have issued or until you have requested removal. Boekbinderij Van Waarden uses the statutory retention periods of 7-10 years if it is obliged to keep your data longer on the basis of legislation.

## *6. Where are your personal data stored*

Your data is stored on secure servers of Boekbinderij Van Waarden or those of a third party. Boekbinderij Van Waarden uses servers in the Netherlands.

## *7. How is your personal information protected?*

Boekbinderij Van Waarden has taken appropriate technical and organizational measures to protect your personal data against loss or against any form of unlawful processing. For more information about how Boekbinderij Van Waarden arranges this security, please contact us via [info@boekbinderijvanwaarden.nl](mailto:info@boekbinderijvanwaarden.nl).

## *8. Cookies*

Boekbinderij Van Waarden can use cookies via the website. This saves information in the form of a text file on the hard disk of your device. Cookies are used to deliver the website in a user-friendly manner or to obtain information about the quality or effectiveness of the website.

## *9. Examination, improvement and portability of your data*

If you want to see the data that have been recorded about you by Boekbinderij Van Waarden, you can request access to it. This request can be sent to [administratie@boekbinderijvanwaarden.nl](mailto:administratie@boekbinderijvanwaarden.nl). Boekbinderij Van Waarden will respond to your request for perusal within four (4) weeks.

If you wish to make changes to the data that you have seen as a result of your access request, you can request this from the management at the aforementioned e-mail address. You can request that Boekbinderij Van Waarden changes, corrects, supplements, deletes or screens your data. Boekbinderij Van Waarden will respond to your request within four (4) weeks. If Boekbinderij Van Waarden rejects your request, it will indicate in its reply why the request to amend the data is rejected.

You also have the right to obtain and transfer the personal data you provide in a standard, structured and readable form. This request can be sent to the administration via [administratie@boekbinderijvanwaarden.nl](mailto:administratie@boekbinderijvanwaarden.nl).

## *10. Can this privacy policy be changed*

This privacy statement can be changed. These changes will be announced on our website and the last mentioned change date will be mentioned. We therefore advise you to consult this privacy statement on a regular basis.

## *11. Questions and feedback*

Boekbinderij Van Waarden regularly checks whether it complies with this privacy policy. If you have any questions about this privacy policy, please contact the management via [administratie@boekbinderijvanwaarden.nl](mailto:administratie@boekbinderijvanwaarden.nl) or send a letter to Boekbinderij Van Waarden bv, Pieter Lieftinckweg 14, 1505 HX Zaandam