

This privacy statement is intended as an example and for information. You are personally responsible if you use these documents. You must make your own considerations and choices about it and, if necessary, supplement it. All the red fields in brackets must be filled in and all the texts in blue are for explanation only and must be removed. This privacy statement is generic for the delivery of your services and can be placed on your website.

Introduction

We respect the privacy of people who provide personal information to us. The personal data that is provided to us will be secured and treated confidentially. We adhere to the General Data Protection Regulation (GDPR), the Telecommunications Act and other privacy regulations.

In this privacy statement we inform you about the purposes for which we use your personal data. We will only process the personal data obtained for the purposes they were provided for. We will also explain to you how we use your personal data and which retention periods we use.

The personal data from you we process and for what purpose

We process the personal data we need for the delivery of our services. In a number of cases we will then get personal data to process only among us.

We do not provide your personal data to third parties without your expressed and prior

permission, unless it is required by law or a court order or in case of another vital interest on your part.

The retention period is not required to be included in your privacy statement

We keep this personal data until the agreement has been made with you and until [.. year/months] thereafter.

Internet sites of third parties

You may find links to other websites on our websites. This privacy statement does not apply to those. These websites may have a different privacy policy that we have no influence on.

We only use the provided personal data for the purposes we have described above.

Contact form and newsletter

With the help of the contact form you can ask us questions. By using the contact form, you give us permission to contact you. For this we use your name and e-mail address.

We have a legitimate interest in retaining this information in order to reach you. We keep this personal data until we are sure that your questions have been answered and then up to six months before the possible follow up of a conversation.

Cookies

We use cookies on our website. Cookies are small text files that are placed on your PC, tablet or

mobile phone through an internet page. This happens immediately when you visit our website.

We only use the cookies on our website to make our website function better.

You can delete these cookies yourself by clearing the browser history using the settings of your computer.

When we ask you for your personal data on our website, it is meant for answering your question properly, or because you have signed up for something. We use this information only for that reason and it is not shared with third parties. It concerns the following data: the browser that is used, the time and the duration of your visit; which pages have been visited and error messages.

Rights with regard to personal data

If you have questions or want to know what personal information we have about you, you can always contact us. You have the following rights:

1. receive an explanation about the personal data we process and what we do with it;
2. the inspection of your personal data;
3. correct legitimate errors;
4. removal of obsolete data;
5. withdrawal of permission;
6. object to a certain use and
7. transfer your data to a third party.

If you feel that we are not helping you in the right way, you have the right to file a complaint with the contact person below or the Dutch Data Protection Authority.

Miscellaneous

The privacy statement may be adjusted by us from time to time. This privacy statement applies to the [the law of the country where you are established, e.g. Belgian] law. Any disputes will be submitted to the competent court in [City].

Contact details

[Name of your organization]
 [address]
 [zipcode] [city]
 [phone number of your organization]
 Chamber of Commerce [place] [your Chamber of Commerce number]

Contact person

[Name of the contact person]
 [phone number]
 [email address]