# Privacy Policy for Albert van de Scheur

At albertvdscheur.nl, accessible from https://www.albertvdscheur.nl/, one of our main priorities is the privacy of our visitors. This Privacy Policy document describes the types of information collect and record on albertvdscheur.nl and how we use it.

If you have additional questions or require more information about our Privacy Policy, do not hesitate to contact us.

#### Consent

By using our website, you consent to our Privacy Policy and agree to its terms.

### Information we collect

The personal information that you are asked to provide, and the reasons why you are asked to provide it, will be made clear to you at the point we ask you to provide your personal information.

If you contact us directly, we may receive additional information about you such as your name, email address, phone number, the contents of the message and/or attachments you may send us, and any other information you may choose to provide.

When you register for an Account, we may ask for your contact information, including items such as name, company name, address, email address, and telephone number.

## How we use your information

We use the information we collect in various ways, including to:

- Comply with the law
- Fulfil an agreement, such as a delivery for the benefit of agreements made with our relations
- Be able to pay your invoice or to send you one
- By default, we store the name and address details of the company and the business email address of the relevant contacts, in order to properly manage the cooperation with our customers and suppliers.
- We store the additional data that we receive from the relevant relations, in order to properly execute an agreement. Examples are loading/unloading addresses, purchase numbers, information about the job. This is not personal data.

# Log Files

albertvdscheur.nl follows a standard procedure of using log files. These files log visitors when they visit websites. All hosting companies do this and a part of hosting services' analytics. The information collected by log files include internet protocol (IP) addresses, browser type, Internet Service Provider (ISP), date and time stamp, referring/exit pages, and possibly the number of clicks. These are not linked to any information that is personally identifiable. The purpose of the information is for analysing trends, administering the site, tracking users' movement on the website, and gathering demographic information.

#### Cookies and Web Beacons

Like any other website, albertvdscheur.nl uses 'cookies'. For more information about the use of cookies or how to disable cookies, read our cookie policy.

## Where we store your data

We store the data in our planning system, on our secured server. The system is secured with a password. Your data is available for involved and competent employees only. We only store data from active clients or parties we expect to use us as a client or a supplier.

If data is being shared with third parties, we always sign a processor agreement. We never share data for marketing purposes. Only with our IT partners, for example.

We store your name, business phone number, job title and your email address for you. Only in order to be able to reach you if this is relevant for the cooperation.

# **GDPR** Data Protection Rights

We would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

Request that we disclose personal data, the categories and specific pieces of personal data that we have collected about you.

Request that we delete any personal data about you that we have collected.

The right to access – You have the right to request copies of your personal data.

The right to rectification – You have the right to request that we correct any information you believe is inaccurate. You also have the right to request that we complete the information you believe is incomplete.

The right to erasure – You have the right to request that we erase your personal data, under certain conditions.

The right to restrict processing – You have the right to request that we restrict the processing of your personal data, under certain conditions.

The right to object to processing – You have the right to object to our processing of your personal data, under certain conditions.

The right to data portability – You have the right to request that we transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we will respond within two working days. If you would like to exerciseany of these rights, please contact us. Please call or email Roberto Kuijl: <a href="mailto:administratie@albertvdscheur.nl">administratie@albertvdscheur.nl</a> or 055-5213109.