

Privacy statement v-raaij ICT Management & Consultancy

v-raaij ICT Management & Consultancy (hereinafter referred to as v-raaij ICT) processes personal data. We would like to inform you about this clearly and transparently. In this privacy statement we provide answers to the most important questions about the processing of personal data by v-raaij ICT in the Netherlands.

In this privacy statement we explain how we deal with the processing of personal data. We give examples to make this explanation as clear as possible. If you have any questions about this privacy statement? Then you can contact us via info@v-raaij.nl. We can be reached by telephone on +31 (0) 6 109 42 785. Finally, you can use the following postal address:
v-raaij ICT Management & Consultancy
Sonderholm 99
2133 JC Hoofddorp
Netherlands

1. What do we mean by the processing of personal data?

This privacy statement is about the processing of personal data. What do these words mean?

- **Personal data**
These are data that say something about you directly or indirectly. For example your name and email address. Data from a legal person is not personal data. The details of a contact person or representative of a legal entity are.
- **Processing**
Everything that can be done with personal data. For example, collecting, but also storing, using, passing on and deleting data.

v-raaij ICT processes personal data from people who:

- visit our site
- contact us, for example via e-mail
- who request a quote from us
- provide us with an assignment

2. What personal data do we process and how do we get it?

v-raaij ICT only processes personal data that are provided to us by clients or that you provide to us. Below is an overview of the personal data we process:

- First and last name
- Address data
- Phone numbers
- E-mail addresses

We do not process special and / or sensitive personal data.

3. What are our goals for processing personal data?

v-raaij ICT can use your data to make the website work better. For this, only technical and analytical cookies are used that do not compromise your privacy.

We also process your data to:

- You call or e-mail if necessary to carry out our services
- To be able to visit you by appointment under our consultancy practice.

4. How long does v-raaij ICT store your personal data?

We do not store your data longer than we need it for the purposes for which we have collected it.

In addition, we store your data that is necessary to comply with the statutory storage period of the administration as required by the tax authorities, this period is currently 7 years.

5. Who has access to your personal data?

With v-raaij ICT only people who have need in view of their function have access to your personal data.

v-raaij ICT only provides personal data to third parties if this is necessary for the execution of the assignment or to comply with a legal obligation.

6. Does v-raaij ICT make automated decisions about me?

v-raaij ICT does not use automated decision making. We do not carry out automated processing on matters that can have (significant) consequences for people.

7. Does v-raaij ICT also use personal data for other purposes?

If we want to use your personal data for any other purpose than that we obtained it for we may do so if there is a significant relationship between the both goals.

If there is insufficient relationship between the purpose for which we have obtained the data and the new purpose, then we will ask you for permission.

You can always withdraw your consent by sending an email to info@v-raaij.nl

8. Which rights do you have with v-raaij ICT?

a) Right to information

With this privacy statement, v-raaij ICT informs you about what it does with your data. Sometimes we give more or other information. Even if there are other reasons to inform you in addition to the privacy statement, we will do so. We can do this by means of an email or in another way chosen by us.

b) right to data portability

You have the right to ask us via info@v-raaij.nl to provide you with the information we have obtained about you with your permission in a structured and machine-readable form or to transfer this information to another party. Are you asking for data to be transferred directly to another party? Then we will only do that if it is technically possible.

c) right to have your data deleted

You can ask us via info@v-raaij.nl to delete data that we have recorded from you. For example if you object to the processing of your data. Your interest must also exceed the importance of v-raaij ICT to process the data, for example in connection with legal retention periods.

d) right to inspect rectification and supplementation

Via info@v-raaij.nl you can ask us if and which data we process from you. If that is the case, we can give you access to the data that we have processed from you. Do you think that your personal data have been processed incorrectly or incompletely? Then you can ask us via info@v-raaij.nl to change or add to the data (rectification).

e) right to restriction

You can ask us via info@v-raaij.nl to limit the personal data that we process from you. That means that we process less data from you.

f) right to object to data processing

You have the right to request v-raaij ICT to no longer use your personal data. This is called the right of objection. A person can use the right of objection for special personal reasons. In addition, the right of objection applies if an organization uses personal data for marketing purposes.

More information about your rights on personal data you can find at autoriteitpersoonsgegevens.nl (in Dutch)

9. Where to go with a question or complaint about personal data at v-raaij ICT?

10. Questions about the processing of personal data by us can be asked via email: info@v-raaij.nl

If you have a complaint about the processing of your personal data by v-raaij ICT, you can contact:

- v-raaij ICT Management en Consultancy via info@v-raaij.nl
- The autoriteitpersoonsgegevens.nl

11. Can v-raaij ICT change this privacy statement?

Yes, our privacy statement may change from time to time. For example if there are new types of data processing, then we adjust the privacy statement accordingly. And if these changes are also of interest to you, we will notify you or make the changes known to you in a conspicuous way. The most up-to-date version of our privacy statement can always be found on www.v-raaij.nl.