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# SPINDER DESIGN

PRIVACY STATEMENT

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## PRIVACY STATEMENT

Spinder Design, located at De Hemmen 83, 9206AG, Drachten, is responsible for the processing of personal data as provided in this privacy statement.

Contact details

<http://www.spinderdesign.com> De Hemmen 83, 9206AG, Drachten +31512519822

Marco Braaksma is the Data Protection Officer of Spinder Design, he can be reached at [info@spinderdesign.com](mailto:info@spinderdesign.com).

### Personal data that we process

Spinder Design processes your personal data because you use our services and / or because you yourself provide us.

Below is an overview of the personal data we process:

- First and last name
- Address details
- Telephone number
- E-mail address
- Internet browser and device type

### Special and/or sensitive personal data that we process

Our website and/or service does not intend to collect data on website visitors who are younger than 16 years of age. Unless they have permission from their parents or guardian. However, we cannot verify whether a visitor is over 16. We therefore recommend that parents be involved in the online activities of their children, in order to prevent data being collected on children without parental permission. If you are convinced that we have collected personal data on a minor without such consent, please contact us at [info@spinderdesign.com](mailto:info@spinderdesign.com) and we will delete this information.

#### Spinder Design

De Hemmen 83  
9206 AG DRACHTEN  
The Netherlands

+31 (0)512 519822  
[info@spinderdesign.com](mailto:info@spinderdesign.com)

KVK: 010 599 67  
VAT NR: NL007459324B01

# SPINDER DESIGN

## **For what purpose and on the basis of which basis we process personal data**

Spinder Design processes your personal data for the following purposes:

- Handling your payment
- To be able to call or email you if necessary to perform our services
- To deliver goods and services to you
- Spinder Design also processes personal data if we are legally obliged to do so, such as data required for our tax return.

## **Automated decision-making**

Spinder Design does not make decisions about issues that (significantly) affect people based on automated processing. These are decisions made by computer programs or systems, without a person (such as an employee of Spinder Design) being involved.

## **How long we keep personal data**

Spinder Design will not store your personal data longer than strictly necessary to realize the purposes for which your data are collected. We use the following retention periods for the following (categories) of personal data:

Personal data > 90 days after termination of cooperation > Administrative purposes

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

Spinder Design does not sell your data to third parties and will only provide it to third parties if necessary for the execution of our agreement with you or to comply with a statutory obligation. With companies that process your data on our behalf, we have a processor agreement to ensure the same level of security and confidentiality of your data. Spinder Design remains responsible for this processing.

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## **Cookies, or similar techniques, that we use**

Spinder Design only uses technical and functional cookies. And analytical cookies that do not infringe on your privacy. A cookie is a small text file that is stored on your computer, tablet or smartphone when you first visit this website. The cookies we use are necessary for the technical functioning of the website and your ease of use. They ensure that the website works properly and remember, for example, your preferences. They also enable us to optimise our website. You can unsubscribe from cookies by configuring your internet browser in such a way that it no longer saves any cookies. In addition, you can delete all information previously stored using your browser settings.

## **Reviewing, modifying or deleting data**

You have the right to inspect, correct or delete your personal data. You also have the right to withdraw your consent for the data processing or object to the processing of your personal data by Spinder Design and you have the right to data portability. This means that you can request us to send the personal data we have on you in a computer file to you or another organization named by you.

You can send a request for inspection, correction, deletion, data transfer of your personal data or a request to withdraw your permission or to object to the processing of your personal data to [info@spinderdesign.com](mailto:info@spinderdesign.com).

To make sure that the request for inspection was made by you, we ask you to send a copy of your proof of identity along with the request. In this copy, please make sure that your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and Citizen Service Number are blacked out. This is to protect your privacy. We will respond to your request as soon as possible, but within four weeks.

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Spinder Design would also like to inform you that you have the possibility to file a complaint with the national supervisory authority, the Personal Data 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

Spinder Design takes the protection of your data seriously and takes appropriate measures to prevent abuse, loss, unauthorized access, unwanted disclosure and unauthorized changes. If you have the impression that your data is not properly secured or there are indications of abuse, please contact our customer service or via [info@spinderdesign.com](mailto:info@spinderdesign.com).

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