

# PRIVACY- AND COOKIE STATEMENT

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Your privacy is of great importance to our organization. That is why we also comply with privacy regulations. This means that we:

- State our goals clearly, before we process your personal information, through this privacy statement.
- Save the least possible information, and only process required information for our business activity.
- Ask your permission, to process your information, if necessary.
- Created safety requirements and procedures, to protect your personal data and have these in place with all our partner organisations.
- Respect your rights, like the right to access, correct or remove any personal data we have from you.

Your data is safe with us, and we will always process and handle it with care. In this statement, we explain what Limen Consultancy does with the gained personal information and data.

If you have any questions or want to know what personal information we have, please contact our organization.

## **CONTACT FORM**

Through our contact form, you can ask us any questions or make requests.

Here we use your phone number, email address and basic information, like name and/or company name. We do this with your permission and hold this data until we are sure you are satisfied with our response to your question or request.

## **PROVIDING DATA TO OTHER ORGANIZATIONS OR INSTITUTES**

Excluding partners named in this statement, we do not provide personal data to any third party under any circumstance. Except if we are legally required to do so, for example, due to an investigation by the police.

## **STATISTICS**

We hold statistics about the use of our website and products or services. In our services are social media buttons included that are able to collect your personal information.

## **COOKIES**

Our website uses cookies. Cookies are small files which are stored on a user's computer. They are designed to hold a modest amount of data specific to a particular client and

website and can be accessed either by the web server or the client's computer. We can also see that you have visited our website multiple times.

When you visit our website for the first time, a message pops up with an explanation about cookies. Here, we will ask you to grant permission for the use of these cookies. Through your browser you can turn off the use of cookies, however, some functions might not be working optimally after doing this.

### **GOOGLE ANALYTICS**

We can use Google Analytics to track how visitors get to our websites. We have agreements in place regarding how the data is processed. In the agreement, there are strict rules about the information they can hold and use. We allow them to use the provided information for other services they have and will not make the location of visitors anonymous.

### **SECURITY**

The security of personal data is essential for us. We have a separate security explanation, so you can read how we protect your privacy rights. If you would like to read the privacy explanation, please contact us for it.

### **CHANGES IN THIS PRIVACY EXPLANATION**

Once our services and website change, we also have to update our privacy explanation. Therefore, always check the date to see if the statements and explanations are up-to-date. We will do our best to update everything in a timely manner.

### **ACCESS, CORRECT OR REMOVE YOUR PERSONAL DATA**

If you have any questions or want to know what data we have from you, you can always contact us.

You have the following rights:

- Receive an explanation about what data we have and what we do with it
- Access all the data we have on you
- Correct any mistakes in this data
- Remove old data or information
- Retrieve your permission to have your data
- Protest against the use of your data in any way
- Make sure we know who you are, to ensure accurate correction or removal of data

### **FILING A COMPLAINT**

If you feel that we did not serve you correctly, then you have the right to file a complaint with us and the authorities. This is called the 'Dutch Data Protection Authority'.

### **CHANGES TO THIS STATEMENT**

We hold the right to make changes to this statement at all times. When you occasionally check our statement, you will be informed about any updates.

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