

# PRIVACY STATEMENT NDK VERTAALSYSTEMEN

## Those Responsible for your data

NDK Translation Systems, established at Edisonweg 1, 4382NV, Vlissingen, is responsible for the processing of personal data as shown in this privacy statement.

Contact details:

<https://www.vertaalssystemen.nl>

Edisonweg 1, 4382NV, Vlissingen  
+31 618388363.

Nick de Koning is the Data Protection Officer of NDK Translation Systems He can be reached via [info@vertaalssystemen.nl](mailto:info@vertaalssystemen.nl)

## Personal data that we process:

NDK Vertaalssystemen processes your personal data because you use our services and / or because you provide this data to us yourself.

Below you will find an overview of the personal data that we process:- First and last name- Address data- Phone number- E-mail address

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

Our website and / or service does not intend to collect data about website visitors under the age of 16. Unless they have permission from parents or guardian. However, we cannot check whether a visitor is older than 16. We therefore advise parents to be involved in the online activities of their children, to prevent data about children being collected without parental consent. If you are convinced that we have collected personal information about a minor without that permission, please contact us at [info@vertaalssystemen.nl](mailto:info@vertaalssystemen.nl) and we will remove this information.

## For what purpose and on what basis we process personal data:

NDK Vertaalssystemen processes your personal data for the following purposes:- To be able to call or e-mail you if this is necessary to be able to perform our services- To deliver goods and services to you

## Automated decision making:

NDK Vertaalssystemen makes no decisions based on automated processing on issues that may have (significant) consequences for individuals.

## How long we keep personal data:

NDK Vertaalssystemen does not store your personal data for longer than is strictly necessary to achieve the purposes for which your data are collected. We use the following retention periods for the following (categories) of personal data: Personal data> Permanently > To maintain contact and offer services tailored to you. Personal details> Permanently > To maintain contact and offer services Address> Up until the conclusion of business> To be able to perform business actions

## Sharing of personal data with third parties:

NDK Vertaalssystemen provides exclusively to third parties and only if this is necessary for the implementation of our agreement with you or to comply with a legal obligation.

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

NDK Vertaalssystemen does not use cookies or similar technologies.

## View, modify or delete data:

You have the right to view, correct or delete your personal data. In addition, you have the right to withdraw your consent for

data processing or to object to the processing of your personal data by NDK Vertaalssystemen and you have the right to data transferability. This means that you can submit a request to us to send the personal data that we hold about you in a computer file to you or another organization mentioned by you.

You can send a request for access, correction, deletion, data transfer of your personal data or request for the withdrawal of your consent or objection to the processing of your personal data to [info@vertaalssystemen.nl](mailto:info@vertaalssystemen.nl).

To ensure that the request for inspection has been made by you, we request that you send a copy of your proof of identity with the request. Make in this copy your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and Citizen service number (BSN) black. This is to protect your privacy. We will respond to your request as quickly as possible, but within four weeks.

NDK Vertaalssystemen also wants to point out that you have the option to file a complaint with the national data protection authority, the Dutch Data Protection Authority. You can do this via the following link: <https://autoriteit-individuele-gegevens.nl/nl/contact-with-de-autoriteit-individuele-gegevens.nl/tip-ons>

## How we protect personal data:

NDK Vertaalssystemen takes the protection of your data seriously and takes appropriate measures to prevent abuse, loss, unauthorized access, unwanted disclosure and unauthorized changes. If you feel that your data is not properly protected or there are indications of abuse, please contact us via [info@vertaalssystemen.nl](mailto:info@vertaalssystemen.nl)

