

PRIVACY STATEMENT

FERENC VAN DER VELDE

(january 2022)

Ferenc van der Velde, located at Van Houtenlaan 54, is responsible for the processing of your personal data as shown in this privacy statement.

Contact information

Ferenc van der Velde
Van Houtenlaan 54
9722 GV Groningen
+31 (0)6 107 99 050
<https://www.vandervelde.studio>

Ferenc van der Velde is the Data Protection Officer. You can contact him at [ferenc\[at\]vandervelde.studio](mailto:ferenc[at]vandervelde.studio)

Personal data I process

Ferenc van der Velde processes personal data because you use one of his services and/or because you supplied your personal data to him yourself.

The following personal data is collected:

- First and last name
- Mailing address
- Phone number
- Email address
- Bank account number

Special and/or sensitive personal data

The website and/or services of Ferenc van der Velde do not collect any special or sensitive personal data nor do they collect data of website visitors younger than 16 years old. If you are convinced that I did collect any special or sensitive data about you, you can contact me at [ferenc\[at\]vandervelde.studio](mailto:ferenc[at]vandervelde.studio) and I will remove this information.

The purpose and basis of the personal data processing

Ferenc van der Velde processes your personal data for the following purposes:

- To handle your payments
- To call or email you if this is necessary to execute any of my services
- To comply with tax laws

Automated decision making

Ferenc van der Velde does not take decisions based on automated processing that can have (significant) consequences for people.

How long I keep your personal data

Ferenc van der Velde doesn't store your personal data for longer than is strictly necessary to realise the purposes for which your data is collected. I use the following retention period for the storage of personal data:

To comply with tax laws I store the basic personal data (name, address, phone number, email and bank account number) for seven years.

Sharing personal data with third parties

Ferenc van der Velde shares your personal data (name, address, phone number, email and bank account number) with his accountant for administration purposes. Ferenc van der Velde only shares your personal data with other third parties when this is necessary for the execution of our agreement or to comply with legal obligation.

Cookies and/or similar techniques

Ferenc van der Velde does not make use of any cookies and/or similar techniques.

Review, change or delete your data

You have the right to review, correct or delete your personal data. In addition you have the right to withdraw your permission for Ferenc van der Velde to process your data and you have the right to transfer your data to you. This means you can file a request to get your personal data transferred as a computer file to you or your organisation.

You can file a request to review, change, delete, transfer your personal data or withdraw your permission to process your personal data to [ferenc\[at\]vandervelde.studio](mailto:ferenc[at]vandervelde.studio).

To be sure the request is submitted by you, I will ask you to supply a copy of your passport with the request. Make sure you blackout the photograph, the machine readable zone (the strip with numbers at the bottom of the passport), the passport number and the citizen service number to protect your privacy. I will respond as soon as possible, but within 4 weeks at your request.

I would also like to mention the possibility to file a complaint at the national supervisor, the Personal Data Authority which you can contact at the following website: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

How I protect your personal data

Personal data shall be subject to additional safeguards to ensure this data is processed securely. For example, I work hard to ensure data is encrypted when in transit and access to this data will be strictly limited to me and my accountant.

I will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Policy. Unfortunately, the transmission of information via the internet is not completely secure. Although I will do my best to protect your personal data, I cannot guarantee the security of your data transmitted to my websites; any transmission is at your own risk. Once I have received your information, I will use strict procedures and security features to try to prevent unauthorised access. When possible, encryption is used in transit.

Ferenc van der Velde takes the protection of your personal data seriously and takes action to prevent abuse, loss, unauthorised access, unwanted disclosure and unauthorised modification. If you have the idea that your personal data isn't properly secured or if you have any indications of abuse, contact me at [ferenc\[at\]vandervelde.studio](mailto:ferenc@vandervelde.studio)