

## Privacy Statement

### Company data

My name is Gerco Wassink. My company is called 'Wassink Translation Services'. The company is located at the following address: Molenstraat 7d, 3882 AC Putten. The company can be reached at phone number 06-29572296 or email address [info@wassinktranslationservices.nl](mailto:info@wassinktranslationservices.nl).

### What personal data does the company process

I process the following data:

- Your name and/or the name of your company
- Your address and/or the address of your company
- Your e-mail address and/or the e-mail address of your company
- Your bank account number and/or the bank account number of your company
- Your company's VAT number or international business number

### Purpose of processing the data

I need this information to provide price quotations, enter into and perform contracts for translation services, etc., and to keep the corresponding records. I can also use your e-mail address to send a Christmas greeting.

### Legal basis for processing these data

I need this information for the execution of an agreement between us, to comply with a legal obligation, or for the representation of a legitimate interest. For example.

- invoicing is a legal requirement, so I need to store your invoices;
- maintaining a company's e-mail address is necessary for the performance of a contract;
- retaining translated documents may be necessary for my business operations.

### Retention period

I retain your data as long as we maintain a business relationship, but at least for as long as is legally required. If you have indicated that you no longer wish to use my services, I will destroy your data, unless I am not allowed to do so by law or if I need it for legal proceedings.

### Data storage

Your data are stored on my computer and on a back-up hard disk. The computer is properly secured using a firewall and commercial antivirus software. The back-up hard disk is secured with a password.

### Sharing data

I do not share your data with third parties. The only exception is government agencies when I am legally obliged to do so, such as for my VAT and Intra-Community Performance declaration.

## **Complaints**

If you do not agree with the way in which I handle your data, you can lodge a complaint with the Dutch Personal Data Authority ('Autoriteit Persoonsgegevens'). But of course, I would prefer you didn't...

## **Asking permission**

I always ask for your permission to process your data. I do that during our first contact. It is also stated in my General Terms and Conditions. Also, processing is implied if you instruct me to provide you with a translation or proofreading service.

## **Retracting permission**

You can withdraw your consent to the processing of your data at any given time. In that case, I will immediately delete your data. However, I will not be able to carry out any more assignments for you.

## **Accessing data**

At any given time, you can ask me what data I have saved about you. I will respond as quickly as is feasible for me.

## **Changing data**

At any time, you can ask me to change your data. I will comply with your request as soon as I can – usually the same day or the next, unless in case of a weekend, vacation, period of illness or another form of absence.

## **Deleting data**

At any time, you can ask me to delete your data. I will comply with your request as soon as I can – usually the same day or the next, unless in case of a weekend, vacation, period of illness or another form of absence. However, I will not be able to carry out any more assignments for you. When I delete your data depends on certain legal requirements. For example, if I did an assignment for you, but did not yet report the earnings from it to the tax authorities, or if the tax assessment for the year in which I carried out the assignment is not yet final. In the meantime, however, I will no longer process your data, other than for the relevant legal purpose.

## **Transferring data**

If you want to switch to another supplier, you can ask me to provide you with all the information that I have about you so that you can take it to that new supplier. However, this does not apply to any translations that I have kept; these are removed but not transferred.

## **Automatic processing and decision-making**

Your data will not be processed automatically, but only manually, by me personally.

## **Contact details of the person responsible for privacy and data protection**

The person responsible for privacy and data protection ('data protection officer') at my company is Gerco Wassink (a.k.a. me). My contact details are the same as those of my company (see above).