

PRIVACY STATEMENT



Studio Zeeman & Burger, located at Burgemeester Pabstlaan 10-E5, 2131 XE Hoofddorp, is responsible for the processing of personal data as set out in this privacy statement.

Contact details:

<https://www.zeemanenburger.nl>, Burgemeester Pabstlaan 10-E5, 2131 XE Hoofddorp, +31 20 6891115.

Kees Zeeman is the Data Protection Officer for Studio Zeeman & Burger. He can be reached at kees@zeemanenburger.nl

Personal data we process

Studio Zeeman & Burger processes your personal data because you use our services and/or because you provide this data to us yourself. Below is an overview of the personal data we process:

- First and last name
- Gender
- Address details
- Telephone number
- Email address

Special and/or sensitive personal data we process

Our website and/or service does not intend to collect data on website visitors under the age of 16, unless they have permission from a parent or guardian. However, we cannot verify whether a visitor is over 16. We therefore recommend that parents be involved in their children's online activities to prevent data regarding children from being collected without parental consent. If you are convinced that we have collected personal data about a minor without such consent, please contact us at kees@zeemanenburger.nl, and we will delete this information.

Purposes and legal bases for processing personal data

Studio Zeeman & Burger processes your personal data for the following purposes:

- Processing your payment
- Sending our newsletter and/or promotional brochure
- Calling or emailing you if necessary to provide our services
- Delivering goods and services to you

Automated decision-making

Studio Zeeman & Burger does not make decisions based on automated processing regarding matters that could have (significant) consequences for individuals. This refers to decisions made by computer programs or systems without human intervention (e.g., an employee of Studio Zeeman & Burger). Studio Zeeman & Burger uses the following computer programs or systems:

- Adobe Creative Cloud
- Microsoft Office
- Mail
- Gripp administration system

How long we retain personal data

Studio Zeeman & Burger does not retain your personal data for longer than is strictly necessary to achieve the purposes for which your data is collected. We apply the following retention periods for the following categories of personal data:

Category: quotations

Retention period: 7 years or for the duration of our collaboration

Reason: tax authority retention requirements or collaboration history

Category: invoices

Retention period: 7 years or for the duration of our collaboration

Reason: tax authority retention requirements or collaboration history

Category: newsletter

Retention period: until you unsubscribe

Reason: I would like to keep you informed as long as you appreciate it.

Category: general correspondence

Retention period: 7 years or for the duration of our collaboration

Reason: tax authority retention requirements or collaboration history

Category: time records

Retention period: 7 years or for the duration of our collaboration

Reason: tax authority retention requirements or collaboration history

Sharing personal data with third parties

Studio Zeeman & Burger does not sell your data to third parties and only discloses it if necessary for the performance of our agreement with you or to comply with a legal obligation. We enter into a data processing agreement with companies that process your data on our behalf to ensure the same level of security and confidentiality regarding your data. Studio Zeeman & Burger remains responsible for these processing operations.

Cookies, or similar technologies, that we use

Studio Zeeman & Burger does not use cookies or similar technologies.

Accessing, modifying, or deleting data

You have the right to access, correct, or delete your personal data. Additionally, you have the right to withdraw any consent given for data processing or to object to the processing of your personal data by Studio Zeeman & Burger, as well as the right to data portability. This means you can submit a request to us to send the personal data we hold about you in a computer file to you or to another organization specified by you. You can send a request for access, correction, deletion, or data portability regarding your personal data, or a request to withdraw your consent or object to the processing of your personal data, to kees@zeemanenburger.nl.

To ensure that the request for access has been made by you, we ask that you include a copy of your proof of identity with your request. Please black out your passport photo, the MRZ (machine-readable zone—the strip of numbers at the bottom of the passport), the passport number, and your Citizen Service Number (BSN) in this copy. This is to protect your privacy. We will respond to your request as soon as possible, but within four weeks. Studio Zeeman & Burger also wishes to point out that you have the option to file a complaint with the national supervisory authority, the Dutch Data Protection Authority (Autoriteit Persoonsgegevens). You can do so via the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>.

How we secure personal data

Studio Zeeman & Burger takes the protection of your data seriously and implements appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure, and unauthorized alteration.

If you feel that your data is not properly secured or there are indications of misuse, please contact us at kees@zeemanenburger.nl.