

Privacy Statement

Bureau RMC, located in B.2 Building
John M. Keynesplein 12-46
1066 EP Amsterdam, is responsible for the processing of personal data, as stated in this privacy statement.

Contact details:

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info@rmc.nl
www.rmc.nl

Mariska Keizer is Bureau RMC's Data Protection Officer. You can reach her via m.keizer@rmc.nl

Bureau RMC is a member of the MOA and a Fair data member.

This Privacy Statement replaces every older version thereof. We may adjust this Privacy Statement from time to time. Last update: April 10, 2018.

Personal data we process

Bureau RMC processes your data because you use our services and/or because you have provided us with these.

Below you will find an overview of the personal data that we process:

- First and last name
- Organization name
- Address data
- E-mail address

Special and/or sensitive personal data which we process

We do not have the intention to let our website and/or service collect data about website visitors under the age of 16. Unless these visitors have permission from their parents or guardians. However, we are not able to check a visitor's age. We advise parents to be involved in their children's online activities to prevent information about children being collected without parental consent. If you are convinced that we have collected personal data about a minor without permission, please contact us at info@rmc.nl, and we will remove the information.

For what purpose and on what basis do we process personal data

Bureau RMC processes your data for the following purposes: - Sending out our newsletter and/or advertising brochure - To be able to call or e-mail you if this is necessary, to implement our services

Automated decision making

Bureau RMC does not make decisions about matters that can have (significant) consequences for people based on automated processing. Automated decisions are decisions that are made by computer programs or systems, without the involvement of a person (for example, an employee of Bureau RMC).

How long do we store personal data

Bureau RMC does not store your data for longer than is strictly necessary to achieve the purposes for which your data is collected. We use the following retention periods for the following (categories) of personal data:

First and last name and address: until the person concerned has unsubscribed from one of our newsletters.

Sharing of personal data with third parties

Bureau RMC only provides to third parties 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

Bureau RMC uses functional, analytical, and tracking cookies. A cookie is a small text file that is stored in the browser of your computer, tablet, or smartphone when you first visit this website. Bureau RMC uses cookies with solely technical functionality. These ensure that the website works properly and that, for example, your preferred settings are remembered. These cookies are also used to make the website work properly and to optimize it. We also make use of cookies that track your surfing behavior so that we can offer customized content and advertisements.

We inform you about these cookies and ask your permission to use them during your first visit to our website.

You can opt-out of cookies by setting your internet browser so that it no longer stores cookies. Also, you can delete all the information that was previously saved via the settings of your browser. For an explanation (in Dutch), see <https://veiliginternetten.nl/themes/situatie/cookies-wat-zijn-het-en-watdoe-ik-ermee/>

Cookies are also installed on this website by third parties. In this case, cookies from Google Analytics. See the attached link for the retention periods:

<https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage>

Access, changes or removal of your data

You have the right to view, change, or remove your data. You can do this yourself via the personal settings of your account (via the link at the bottom of each newsletter). You also have the right to withdraw your consent for data processing or to object to the processing of your data by our company, and you are entitled to the transfer of data. This means that you can submit a request with us to send the personal data that our computer files contain about you, to either you or another organization specified by you.

If you want to make use of your right to object and/or your right to transfer data, or if you have other questions or comments about data processing, please send your detailed request to info@rmc.nl.

To ensure that you made the request for access, we ask you to send a copy of your proof of identity with the request. Make sure to black out your passport photo, the MRZ (machine readable zone, the strip with numbers at the bottom of the passport), the passport number and citizen service number (BSN in this copy. This is to protect your privacy. Bureau RMC will respond to your request as quickly as possible, but in any case within four weeks.

Bureau RMC would also like 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://autoriteitonderwerpen.nl/nl/contact-met-de-autoriteit-persoongegevens/tips>

How do we protect your personal data

Bureau RMC takes the protection of your data seriously and takes appropriate measures to prevent abuse, loss, unauthorized access, unwanted disclosure, and unauthorized changes. If you have the impression that your data is not properly secured or there are indications of abuse, please contact us via our customer service department or info@rmc.nl.

This is an English translation of the original Dutch PRIVACYPROTOCOL PASSANTENTELLINGEN. The Dutch version will prevail whenever there is a divergent interpretation between the translation and the original.