



# DATOS

A UNIQUE APPROACH TO LAB STRENGTHENING

## Privacy statement DATOS B.V.

DATOS B.V. is responsible for the processing of personal data as shown in this privacy statement. In this statement we explain what our general policy is with regard to the processing of personal data. We describe which personal data we process, how we guarantee your privacy and what your rights are.

### Contact details

Planetenweg 5, 2132 HN Hoofddorp, the Netherlands

T: +31 20 8943537

I: <http://www.datos-advice.nl>

### Personal data that we process

We process your personal data because we want to hold consultations with you as a colleague or expert, because you use our services and/or because you provide this information to us. Below is an overview of your personal data we (can) process:

- First and last name
- Name of your organization
- Your position within the organization
- Address and email details
- Telephone number and Skype address
- Website
- For persons registering for one of our courses: “extra information” which is relevant for teaching purposes other than the information above. This can include information like age, sex, current tasks and responsibilities, passport number etc.

We do not intend to collect data about website visitors who are younger than 16 years of age, unless they have permission from parents or guardians. However, we cannot check if a website visitor is older than 16. If you are convinced that we have collected personal information about a minor without this consent, please contact us via [contact@datos-advice.nl](mailto:contact@datos-advice.nl) and we will delete this information.

### The purpose for processing personal data

We process your personal data for the following purposes:

- To be able to contact you through email, Skype or by telephone if necessary in order to be able to execute our services
- To send you our newsletter
- To send you announcements of activities that may of interest to you, such as courses.
- To inform you about our services and products, including any changes
- To execute contracts
- To deliver goods and services
- To process invoices and payments
- To process open applications or job applications based on a vacancy

### Automated decision making

We do not make decisions about matters that can have (significant) consequences for persons based on automated processing. This concerns decisions taken by computer programs or systems, without involving a person (for example, a team member of DATOS B.V.).

### How long we store personal data

We do not store your personal data for longer than strictly necessary to realize the purposes for which your data is collected. Your personal data will be kept as long as we do business with you or as long as you are our content contact person or the contact person at the organization where you work, and for as long as we are obliged to do so by law.

We do not store the extra information for course participants for more than 1 month after organizing the courses.

We do not save the CVs from job applicants for more than 1 month after a vacancy has been filled, unless we have permission from the applicant to save the CV as part of our CV database.

### Sharing personal data with third parties

We do not sell your information to third parties.

We only share personal data with third parties if we think this may be of interest to you, for example to put you in touch with colleagues in the same field. When we do this, we will always ask you for permission in advance and / or copy you in on the email exchange.

We also share your information when there is a legal obligation to do so.

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

The website or DATOS B.V. does not use cookies.

### How do we protect your data?

We protect your data to prevent it from being lost or falling into the wrong hands. Some of the measures we take are:

- we secure our website with a TLS certificate. This will encrypt confidential information, for example that is provided via a contact form, before sending;
- our software is up-to-date and we use a firewall;
- access to electronic systems is protected by a password and we do not grant access to third parties;
- only authorized staff members parties have access to your personal data;

We take the protection of your data seriously and take appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you have the impression that your data is not secure or there are indications of abuse, please contact us at [contact@datos-advice.nl](mailto:contact@datos-advice.nl) or fill in a complaint form (see below)

In the unlikely event of a data breach, it will be resolved as soon as possible, starting with the completion of a complaint form (<https://datos-advice.nl/suggestions%20for%20improvement.html>). If the data breach is detected by an employee, this form must be completed no later than 24 hours after the data breach has been determined and the processing thereof will receive the highest priority within the organization.

### View, modify or delete data

You have the right to view, correct or delete your personal data. You also have the right to withdraw your consent to data processing or to object to the processing of your personal data by

DATOS B.V. and you have the right to data portability. This means that you can submit a request to us to send the personal data that we have available from you in a computer file to you or another organization mentioned by you.

You can send a request for viewing, correction, deletion, or data transfer of your personal data or request for cancellation of your consent or objection to the processing of your personal data to [contact@datos-advice.nl](mailto:contact@datos-advice.nl). To ensure that the request has been made by you, we ask you to send a copy of your ID along with the request. Make your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and citizen service number black in this copy. This is to protect your privacy. We respond as quickly as possible, but within four weeks, to your request.

We would also like to point out that you have the opportunity to file a complaint with the national supervisory authority, the Dutch Data Protection Authority. This can be done via the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

#### What if the privacy policy of DATOS B.V. changes?

The rules involving the protection of personal data and our services may change. We therefore reserve the right to make changes to this privacy statement. The most current privacy statement can always be found on <https://www.datos-advice.nl>.

*This statement was last modified on May 23, 2018.*