

# **Privacy Statement - English**

Skondras, located at Radarweg 525, 1043 NZ Amsterdam, is responsible for the processing of personal data as shown in this privacy statement.

Contact details: www.skondras.nl Radarweg 525, 1043 NZ Amsterdam 0204499400

O. V. Arnolds is the Data Protection Officer of Skondras He / she can be reached via o.arnolds@skondras.nl

### Personal data that we process

Skondras processes your personal data because you use our services and / or because you provide these to us yourself.

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

- First and last name
- Sex
- Address data
- Telephone number
- E-mail address

- Other personal data that you actively provide, for example by creating a profile on this website, in correspondence and by telephone

- Location data
- Information about your activities on our website
- Internet browser and device type

## Special and / or sensitive personal data that we process

Our website and / or service does not intend to collect data about website visitors under the age of 16. Unless they have permission from parents or guardian. However, we cannot check whether a visitor is older than 16. We therefore advise parents to be involved in the online activities of their children, to prevent data about children being collected without parental consent. If you are convinced that we have collected personal information about a minor without that permission, please contact us at privacy@skondras.nl and we will remove this information.

### Automated decision making

Skondras does not take decisions on the basis of automated processing about matters that can have (significant) consequences for people. These are decisions that are made by computer programs or systems, without a human being (for example, a Skondras employee) among them.

### How long we keep personal data

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

## Data retention period

- Company data > 2 years > Record interest or exclude companies at their declared, this only concerns the recording of publicly available data of non-natural legal persons.

- Personal details > 1 year > Recording of personal details (name, position, email address) that are provided by the prospect to Skondras at our request.



### Sharing of personal data with third parties

Skondras only provides to third parties and only 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

Skondras 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. Skondras uses cookies with purely 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. In addition, we place cookies that track your surfing behavior so that we can offer customized content and advertisements.

On your first visit to our website, we have already informed you about these cookies and have asked permission to place them.

You can opt out of cookies by setting your internet browser so that it no longer stores cookies. In addition, you can also delete all information that was previously saved via the settings of your browser.

#### View, modify or delete data

You have the right to view, correct or delete your personal data. In addition, you have the right to withdraw your consent for data processing or to object to the processing of your personal data by Skondras and you have the right to data transferability. This means that you can submit a request to us to send the personal data that we hold about you in a computer file to you or another organization mentioned by you.

You can send a request for access, correction, removal, data transfer of your personal data or request for withdrawal of your consent or objection to the processing of your personal data to privacy@skondras.nl.

To ensure that the request for inspection has been made by you, we request that you send a copy of your proof of identity with the request. Make in this copy your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and Citizen service number (BSN) black. This is to protect your privacy. We will respond to your request as quickly as possible, but within four weeks.

Skondras 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://autoriteit Individual data.nl/nl/contact-with-de-autoriteit- Individual data/tip-ons

### How we protect personal data

Skondras 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 our customer service or via privacy@skondras.nl