**PRIVACY STATEMENT**

1. **General**

This privacy statement describes how [**Company name, registered office and business address**] processes individuals' personal data when using the website [**Link**] (hereinafter "**the Website**") and offering [**products and/or services**].

1. **Personal data**
   1. **[Company name**] processes the following personal data:

[**DELETE WHAT DOES NOT APPLY]**

* Name;
* (E-mail) address;
* Phone number
* Data about the device used by the data subject, such as an IP/or MAC address;
* Information obtained through cookies;
* Etc. [**TO BE COMPLETED BY COMPANY**]
  1. **[Company name**] collects and/or processes personal data:

[**DELETE WHAT DOES NOT APPLY]**

1. Where the data subject has provided personal data to [**Company Name**] through the Website;
2. Because the person concerned contacted [**Name of company**];
3. When the data subject places an order with [**Company name**];
4. As these are generated from the use of the products, services and/or Website of [**Company Name**], including through cookies;
5. From third parties, such as [**TO BE ADDED BY COMPANY**].
6. **Purposes and bases for processing personal data**
   1. **[Name of company**] processes personal data pursuant to one or more processing bases from the General Data Protection Regulation: [**DELETE WHAT DOES NOT APPLY, LEAVING AT LEAST 1 OPTION. PREFERABLY NOT BY CONSENT**]
7. Consent;
8. Performance of a contract to which the data subject is a party;
9. Meeting a legal obligation;
10. Performance of a task of public interest;
11. Legitimate interest of [**Company name**] or a third party.
    1. Where [**Company Name**] processes personal data on the basis of a legitimate interest, such processing relates to: [**e.g. marketing, advertising, conducting research on its own products or services, IT management and security, sharing data with another party**].
    2. **[Company name**] processes personal data for the following purposes:

|  |  |
| --- | --- |
| **Target** | **Processing basis** |
| [FILING] | Choose from:  - Consent,  - Execution of the agreement  - Meeting a legal duty  - Vital interests of concerned/third party  - Public interest task  - Legitimate interest |
| [FILING] | Choose from:  - Consent,  - Execution of the agreement  - Meeting a legal duty  - Vital interests of concerned/third party  - Public interest task  - Legitimate interest |
| [FILING] | Choose from:  - Consent,  - Execution of the agreement  - Meeting a legal duty  - Vital interests of concerned/third party  - Public interest task  - Legitimate interest |
| [FILING] | Choose from:  - Consent,  - Execution of the agreement  - Meeting a legal duty  - Vital interests of concerned/third party  - Public interest task  - Legitimate interest |
| [FILING] | Choose from:  - Consent,  - Execution of the agreement  - Meeting a legal duty  - Vital interests of concerned/third party  - Public interest task  - Legitimate interest |

[**E.G:]**

1. **Provision of personal data to third parties**
   1. [**Company name**] will not disclose personal data to third parties unless:
2. they are provided to a processor engaged by [**Name company**], which will process the personal data on behalf of [**Name company**] in accordance with this privacy statement and the purposes set out therein. [**Name company**] will then conclude an agreement with processor requiring it to take sufficient technical and organisational measures to provide adequate safeguards for the intended data processing; or
3. [**Company name**] is required by a legal obligation to surrender the data to an authorised body.
   1. **[OPTIONAL**] In order to provide services, [**Company Name**] may be required to transfer personal data to countries outside the European Economic Area (EEA). In that case, [**Company Name**] will implement appropriate safeguards to protect the personal data, including using approved certification mechanisms, the standard contractual clauses approved by the European Commission (Implementing Decision (EU) 2021/914) and/or only process and/or transfer personal data to countries in respect of which the European Commission has adopted an adequacy decision.
4. **[OPTIONAL**] **Minors**
   1. **[Company name**] only processes personal data of data subjects under 16 years of age if written consent has been given by a parent, caregiver or legal representative (e.g. guardian).
5. **[OPTIONAL**] **Job applicants**
   1. [**Name of company**] processes job applicants' personal data that could potentially be relevant for going through an application process, including information about the applicant's educational level and employment history. This data is processed because [**Company Name**] has a legitimate interest in being able to assess whether the applicant's qualities match the job description.
   2. Personal data received by [**Company Name**] as part of an application procedure will be deleted no later than 4 weeks after the end of this procedure, unless the applicant requests to do so earlier or if [**Company Name**] has been given permission to keep the data longer. In case the application procedure leads to the conclusion of an employment contract, the personal data will be kept for as long as necessary. For information on the processing of employee personal data, please refer to the internal employee regulations of [**Company Name**].
6. **[OPTIONAL**] **Profiling**
   1. **[Name of company**] uses profiling. This involves using personal data to evaluate certain personal aspects of data subjects. Among other things, [**Name of company**] evaluates [e.g. economic situation, health, personal preferences, etc.]. On the basis of profiling, [**Company Name**] may make decisions that produce legal effects concerning a data subject. The underlying logic for such decisions is [**TO BE ADDED BY COMPANY**]. The likely consequences for the data subject are [**TO BE ADDED FURTHER BY COMPANY**].
7. **[OPTIONAL**] **Cookies**
   1. **[Company name**] uses so-called 'cookies'. These are small text files that can be placed on a data subject's computer, smartphone or tablet. With these cookies, [**Name company**] - in accordance with the preferences specified by the data subject - automatically collects data about the data subject's surfing behaviour and online activities. This may include personal data. The automatically collected data may be combined by [**Company Name**] with data about the data subject's device (e.g. an IP address). If consent of the data subject is required for this, [**Company Name**] will ask for it in advance.
   2. The [**ADD HYPERLINK**] cookie policy of [**Company Name**] contains further information on the use of cookies, including the purposes for which [**Company Name**] uses cookies.
8. **Rights of the data subject**
   1. If [**Company Name**] processes personal data about you, you have a number of rights as a data subject:

* **Right to information:** You have the right to receive information about how and why [**Company Name**] processes your personal data.
* **Right of access:** You have the right to inspect and obtain a copy of the personal data that [**Company Name**] processes about you.
* **Right to rectification:** You have the right to rectify and/or supplement personal data relating to you, if such data is incorrect or incomplete.
* **Right to restrict processing:** You have the right to request [**Company Name**] to (temporarily) restrict the processing of your personal data if any of the following situations occur:
  + you dispute the accuracy of the personal data relating to you. The processing will be restricted for the period necessary for [**Company Name**] to verify the accuracy of your personal data;
  + the processing of your personal data is unlawful, you oppose the erasure of your personal data and instead request for the processing of the personal data to be restricted;
  + [**Name of company**] no longer needs the personal data for the processing purposes, but you need it for the establishment, exercise and substantiation of legal claims.
  + you have objected to the processing and are awaiting an answer as to whether the legitimate grounds of [**Company Name**] outweigh your own.
* **Right to data portability:** you have the right to obtain your personal data processed by [**Company Name**], in structured and commonly used (digital) format, in order to transfer it to another controller without interference.
* **Right to object:** you have the right to object to the processing of your personal data if the processing is based on one of the following processing grounds: 'performance of a task carried out in the public interest' and/or 'representation of the legitimate interests of [**Name of company**]'. [**Company name**] will cease processing personal data if it cannot provide legitimate grounds for processing that outweigh the interests, rights and freedoms of the data subject.
* **Right to data erasure:** You have the right to request [**Company Name**] to delete your personal data. [**Company Name**] will comply with this request if any of the following situations occur:
  + your personal data are no longer necessary for the purposes for which they were collected or are otherwise processed;
  + you have withdrawn your consent to the processing of your personal data and there is no other legal basis for the processing;
  + you have raised legitimate objections to the processing of your personal data;
  + your personal data have been unlawfully processed.
  1. If you have consented to the processing of your personal data, you have the right to withdraw this consent at any time. All processing of personal data that took place prior to the withdrawal of consent shall be deemed to have taken place validly.
  2. **[OPTIONAL**] You can unsubscribe from our newsletter by sending an e-mail to: [**email address**] or by clicking on the unsubscribe link at the bottom of the newsletter [**PLEASE NOTE: A LINK IN THE NEWSLETTER IS REQUIRED**].
  3. You can submit your request to exercise the above rights or powers in writing to (the DPO or PO of) [**Company Name]** via the contact details at the bottom of this privacy statement. [**Company Name**] will process your request within one month. If the requests are complex or numerous, [Company **Name**] may choose to extend this period by two months.
  4. If you have a complaint about the processing of your personal data, you can report it to us using the contact details at the bottom of this privacy statement. You can also submit your complaint to the Dutch Personal Data Authority:

Dutch Personal Data Authority

PO Box 93374

2509 AJ The Hague

[www.autoriteitpersoonsgegevens.nl](http://www.autoriteitpersoonsgegevens.nl)

1. **Retention period**
   1. [**Name of company**] will retain the personal data for the period necessary to fulfil the purpose for which the personal data was initially collected, unless [**Name of company**] is required by a legal provision to retain the personal data longer.
2. **Changes to this privacy statement**
   1. **[Company name**] reserves the right to amend this privacy statement. Any modification will be announced on this page. [**Company name**] therefore advises the data subject to regularly check this page for any updates to this privacy statement. The current version of this privacy statement was updated on [**DATE AND VERSION NUMBER**].
3. **Contact**
   1. If you have any questions or comments following this privacy statement, please contact us at:

**[Company name**]

**[Name DPO or PO**]

**[Address and postcode**]

**[DPO or PO e-mail address**]

**[Phone number**]