

## **Liftinstituut Privacy Statement**

Liftinstituut places great importance on your privacy and on properly protecting your personal data as a whole. In this privacy statement we will clarify which personal data we collect, the purpose for which we collect this data, how we secure this data and how you can use your right to inspect, correct or delete your data. Liftinstituut is a processor of personal data within the meaning of the General Data Protection Regulation and is responsible for processing the data.

### **Personal data that we process**

Liftinstituut processes your personal data because you use our services and/or you have provided this data to us. You can find a summary below of the direct or indirect personal data that we may process:

- First name and surname
- Telephone number
- E-mail address
- Address details
- IP address (when visiting our website)

Liftinstituut does not process any special categories of personal data and/or sensitive personal data from clients and/or visitors to our website.

### **Our purpose and basis for processing personal data**

Liftinstituut only processes your personal data for one or more of the following purposes:

- Communication related to the performance of our service
- Providing information on changes to our services and products
- Handling payments
- Offering you the option to create an account
- Sending our newsletter and/or publicity brochure

Liftinstituut solely processes your personal data under one or more of the following legal bases:

- Necessity for the performance of agreements
- Existence of a statutory duty
- Existence of a legitimate interest
- Consent from the person concerned

Liftinstituut only processes personal data that is purely connected to sending newsletters and/or publicity brochures with the consent of the person(s) concerned.

### **Storage of personal data**

Liftinstituut does not store your personal data for longer than is necessary to achieve the purpose for which the data is collected. If you have ended your business relations with Liftinstituut, for instance by terminating an agreement, then you can assume that your personal data will be removed from our systems after a certain period of time.

### **Sharing of personal data with third parties**

Liftinstituut does not sell data to third parties and solely provides data if this is required to perform an agreement or satisfy a statutory duty. Liftinstituut enters into processor agreements with all organisations that process personal data on behalf of Liftinstituut, as required by the General Data Protection Regulation. As a result you can assume that your personal data will be carefully processed and properly secured, even when your data is stored externally.

### **Use of cookies**

Liftinstituut only uses technical and functional cookies. It also uses analytical cookies that do not invade your privacy. The cookies we use are required for the technical operation of the website and for your convenience. They ensure that the website works satisfactorily and remember your preferences, for instance. They also enable us to optimise our website.

### **Inspection, amendment or deletion of data**

Under the General Data Protection Regulation you have the right to inspect your personal data and to have it corrected or deleted. You also have the right to withdraw the consent you may have given to data processing or to object to the processing of your data by Liftinstituut, and you have the right to data portability.

Would you like to exercise one or more of the aforementioned rights? If so, you can send your request to inspect, correct, delete or transfer your personal data or your request to withdraw your consent or object to the processing of your personal data to [persoonsgegevens@liftinstituut.nl](mailto:persoonsgegevens@liftinstituut.nl). In order to ensure that you have actually made the request to inspect your data, please send a copy of your proof of identity (anonymised) with your request. We will respond to your request as soon as possible, and within six weeks at the latest.

### **How we protect your personal data**

Liftinstituut treats the protection of your data extremely seriously. Liftinstituut has properly protected and set-up all of its hardware and software systems in such a way that the risk of misuse, loss, unauthorised access, unwanted disclosure and unauthorised alterations to your personal data is kept to a minimum.