

## Privacy Policy Victor van Dijk

In this Privacy Policy, **Victor van Dijk** uses a number of definitions (these definitions can be used singular and plural):

Cookie: a small file that can be placed into your browser via an internet site and registers information about your visit to the internet site of **Victor van Dijk**; Policy: this privacy policy; Privacy legislation: the General Data Protection Regulation (GDPR).

### 1. Explanation of the Policy

**Victor van Dijk** may not simply process the data you provide to her (the organization). The Privacy legislation is intended to protect the privacy of individuals. This legislation restricts the permitted use of your personal data by others. Based on this law, **Victor van Dijk** has the duty to its customers:

- to inform about the manner and purpose for which data are processed by **Victor van Dijk**;
- to report who can view the data;
- to request permission to process certain data.

**Victor van Dijk** considers your privacy important. That is why **Victor van Dijk** explains in these Regulations how she handles your data, what the purpose is of their use and for the processing of which data **Victor van Dijk** must explicitly ask for your permission.

### 2. The personal data that Victor van Dijk uses and the purpose of the use

**Victor van Dijk** (possibly) processes your personal data if you:

- become or are a customer of **Victor van Dijk**;
- make a purchase or order;
- are a business relation of **Victor van Dijk**
- visit the website;
- (via the contact form) contact **Victor van Dijk**.

**Victor van Dijk** collects (possibly) your name, address, telephone number, e-mail address, IP address, IBAN data if you are a customer. When you add a passport photo to your online learning environment, this is also collected.

**Victor van Dijk** collects (possibly) your name, address, telephone number and e-mail address if you are a business relation.

**Victor van Dijk** (possibly) collects your name, address, telephone number and e-mail address when you contact us via the contact form.

These data enable **Victor van Dijk** to:

- to handle the agreement that customers conclude with Victor van Dijk financially and administratively;
- provide the service;
- to reach customers or interested parties if necessary;
- further develop / optimize the services.

## Cookies

**Victor van Dijk** and third parties place(s) cookies in the browser of visitors to the website. These data enable **Victor van Dijk** to:

- register which internet sites / internet pages you visit;
- improve the functionality and content of the website;
- keep track of which subjects or applications are of interest to website visitors;
- ensure that you do not always receive the same information;
- improve the product offering.

### Explanation regarding the placing of cookies

When you visit the website, cookies are automatically placed with which **Victor van Dijk** can keep track of certain information. For more information, see the cookie policy on the website.

### 3. Provision of personal data to third parties

**Victor van Dijk** does not provide personal data to persons or companies outside **Victor van Dijk**, unless:

- a statutory regulation makes that mandatory;
- that is necessary for the performance of an agreement that **Victor van Dijk** has concluded with you;
- you have given permission for this.

### 4. Duties / secure access / confidentiality / retention period

**Victor van Dijk** processes your personal data exclusively in accordance with the law. This means (among other things) that the data will only be processed for the purpose for which they were obtained and in a proper / careful manner in accordance with the law and these Regulations.

Your personal data can only be viewed by persons working for **Victor van Dijk**, unless stated otherwise in these Regulations. All your personal data is protected by **Victor van Dijk** against unauthorized access. The protection consists of:

- having a personal password for every person working for **Victor van Dijk** to log in to the digital system;
  - a confidentiality obligation for the persons working for **Victor van Dijk** with regard to all personal data provided to **Victor van Dijk**;
  - technical measures by **Victor van Dijk** in accordance with the law, to protect the system it uses against external violations.
- having a personal password for every person working for **Victor van Dijk** to log in to the digital system;
  - a confidentiality obligation for the persons working for **Victor van Dijk** with regard to all personal data provided to **Victor van Dijk**;
  - technical measures by **Victor van Dijk** in accordance with the law, to protect the system it uses against external violations.

Your personal data will not be kept longer than is necessary for proper administration and / or other established purposes. **Victor van Dijk** keeps your personal data for as long as is necessary for good business operations, with due observance of a reasonable period of time. The law may prescribe a different retention period. If so, **Victor van Dijk** will adhere to the prescribed statutory retention period.

## 5. Your rights as a data subject

- **The right to information.** You have the right to know whether and which of your personal data are processed and for what purpose.
- **Right of inspection.** You have the right to inspect and copies of that data insofar as the privacy of another person is not harmed by this.
- **The right to correction and deletion.** You have the right to correct, amend or delete data. The right to (partial) deletion of your data can only be met if the retention of the data is not of considerable importance to someone else and the data must not be retained on the basis of a statutory regulation;
- **The right to object.** In certain cases you have the right to object to the processing of your data.
- **The right to data portability.** You have the right to receive and transfer personal data that is stored about you to another organization.
- **The right to a human view of automated decisions.** With an automated decision you have the right to have the decision taken by human intervention

If you want to make use of the aforementioned rights, you can send a request by e-mail to [info@victorvandijk.nl](mailto:info@victorvandijk.nl). If your request is rejected, it will be substantiated. One reason may be that your file contains information that is or may be of interest to others. You will receive a message from Victor van Dijk within one month of receiving your request.

Even if you have a complaint about the method of processing your personal data, you can contact **Victor van Dijk** and **Victor van Dijk** will try to resolve the matter with you.

Do you have a (different) comment / question / suggestion? You can also contact **Victor van Dijk** for this.

Naturally, **Victor van Dijk** will also handle the personal data provided in this regard confidentially and carefully.

The current contact details can be found on the website of **Victor van Dijk**.

Privacy regulations **Victor van Dijk** version November 2020.