

## Privacy Statement

**Contact details:** Commomplaces, Ben Viljoenstraat 17 1091 XS AMSTERDAM.  
You can contact Elin Rolfes for questions or comments about the privacy statement.  
She can be reached via [elin.commonplaces@gmail.com](mailto:elin.commonplaces@gmail.com)

**Your personal data** will be processed because you use our services or because you provide these data to us yourself:

- First Name
- Last name
- Sex
- Address data
- Phone number
- E-mail address
- IP address
- Bank account number
- Other personal data that you actively provide in correspondence and by telephone.

**Other special and / or sensitive personal data.** We do not want to collect data about website visitors under the age of 16 without the consent of their parents or guardian.

For what purpose and on what basis we will be processing personal data.

- Handling your payment.
- Sending our newsletter and / or advertising brochure.
- To be able to call or e-mail you if necessary, for our services.
- To inform you about changes to our services and products.
- To deliver goods and services to you.
- Analysis of your use of the website to improve the website and to better tailor the range of products and services.
- Surfing behavior on various websites, so that we can better tailor our products and services.
- Personal data to which we are legally obliged, such as for bookkeeping / tax returns.

No automated decision-making by computer programs or systems.

**How long we keep personal data?** We do not keep anything longer than necessary. We use the following retention periods for the following categories of personal data:

- Invoice data retention period 7 years. Reason: required by the tax authorities.
- Personal details are kept for as long as this is necessary for our services. Reason: we want to continue to provide you with the best possible service.

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

- We do not sell your information to third parties.

- We only provide this if this is necessary for the execution of our agreement with you or to comply with a legal obligation.
- We conclude a processor agreement with companies that process your data on our behalf to ensure security and confidentiality of your data.

**Cookies, or similar techniques** that we use are technical, functional and analytical cookies that do not infringe your privacy:

- A cookie is a small text file that is stored on your computer, tablet or smartphone when you first visit this website. The cookies we use are necessary for the technical operation of the website and your ease of use. They ensure that the website works properly and, for example, remember your preferred settings. We can also optimize our website with this.
- You can opt out of cookies by setting your internet browser in such a way that it no longer stores cookies. In addition, you can also delete all information previously saved via your browser settings.

### **View, modify or delete data**

You can ask us to view, correct or delete your personal data. You can do this by contacting us. If you feel that we have information that you cannot access, please let us know via [elin.commonplaces@gmail.com](mailto:elin.commonplaces@gmail.com) or call +31(0)6-50458597.

How we protect personal data We take the appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized changes. If you feel that your data is not properly secured or there are indications of abuse, please contact us at: +31(0)6-50458597 or email: [elin.commonplaces@gmail.com](mailto:elin.commonplaces@gmail.com)