

# Privacy Statement Exploressa

We believe your privacy is important and we therefore only process personal data if this is done in a legal and transparent manner. In this privacy statement, we will explain to you who we are, how we process your personal data, with whom we share it and what rights you have when it comes to the processing of your personal data. Personal data means any information relating to an identified or identifiable natural person.

You are under no statutory or contractual obligation to provide your personal data to us. However, we may not be able to provide our services to you or continue our professional relationship when you refuse to provide your personal data to us.

## 1. Who we are

Exploressa is the main responsible for processing your personal data.  
Our contact details are the following:

Exploressa  
Vlietsingel 37  
1671 MX Medemblik

Chamber of Commerce No. 71840265

If you have any questions about this privacy statement or the way we handle your personal data, you can contact us

By email: [info@exploressa.com](mailto:info@exploressa.com)

By phone: 0644800844

## 2. The personal data we collect from you

We might collect the following personal data from you:

- a) Your name and contact details (including your personal email address and telephone number)
- b) Email Address (business and private)
- c) Phone Number (business and private)
- d) Account details (usernames and passwords)
- e) Company details (company name, company address, postal address, Chamber of Commerce number, business invoicing- and payment details, VAT number)
- f) Skype name
- g) Social media account names
- h) Any other personal data you share by means of communication with us

We may collect the following personal data from you when you visit our website:

- a) Ip-address
- b) We use cookies, for example to analyze website surfing behavior. In some instances, the use of cookies is considered the same as the processing of personal data under the General Data Protection Regulation. More information about this can be found in our cookie statement.

We have added social media buttons from Facebook, LinkedIn and Instagram to our website. You can read how these companies handle your privacy in their privacy statements:

- [Facebook](#)
- [LinkedIn](#)
- [Instagram](#)

### **3. Automated decision-making**

We don't make use of 'profiling' or automated decision-making.

### **4. How we collect your personal information**

We collect your data in different ways. We usually obtain information about you directly from you, for example because you have sent us an e-mail, contacted us by telephone or handed over a business card at an event. If you are a contact person, we may collect your personal data. We may also collect data that has not been provided to us directly by you, for example personal data that is accessible on your company website or through social media, if we have a justification for this.

### **5. Purposes and the legal basis of collecting personal data**

We collect, use and process your personal data to provide our services to you, to maintain and improve our website and for analytical and marketing purposes. For example, we need contact details to maintain business relationships. The personal data collected by us is processed administratively. More specific, we will collect, use and process your personal data in order to:

- reply to you when you have contacted us
- to provide our services to you
- maintain our business relationship with you
- comply with the law

The General Data Protection Regulation requires that the processing of personal data must be justified. We process your personal data based on the following justifications:

- Consent. If you have given us your permission to process your personal data, you can withdraw your consent at any given time. Under section 9 of this privacy statement, you can find information on how to withdraw your consent.
- Necessary for executing a contract. To establish and keep a professional relationship or in order for us to provide our services.
- Legitimate interest. We rely on the legal basis of 'legitimate interest' when the processing of your personal data is necessary for our legitimate interest (or that of a third-party) and this does not affect someone's fundamental rights and freedoms. Our legitimate interests are, for example, being able to reply to you when you have contacted us, to optimize our website and direct marketing purposes.
- Legal obligation. We rely on the legal basis of 'legal obligation' when the processing of your personal data is necessary for us to be compliant with, for example, tax authorities.

### **6. The storage period of your personal data**

Your personal data will be deleted when we do not longer need this information for the processing purposes as mentioned in section 5 of this privacy statement.

We store your personal data for as long as necessary to properly execute and maintain our services and agreements. After that your personal data will be deleted.

The storage period of personal data we collect from website users can vary. We will delete your data when it is no longer needed for the processing purposes as mentioned under section 5 of this privacy statement. More information about this can be found in our cookie statement.

In case you have filled in our contact form, your data will be kept by us for as long as needed to answer your questions or deliver our services, but not more than one year.

Of course we can keep personal data longer if we are legally obliged to do so and taking into account any limitation periods.

## **7. Is my data given to third parties?**

We share data with Google Analytics and Hotjar as part of their analytical service. We also share personal data with the hosting of this website, wordpress, as well as Facebook pixel. In addition to this, we may share personal data with third parties when this is necessary for the execution of our agreement with you or to comply with a legal obligation.

Exploressa has taken the necessary technical and organizational measures to ensure that your data is processed correctly.

## **8. Safety measures**

We use safety measures to prevent unauthorized access of your personal data. However, we cannot guarantee that the way you provide us with your data online is safe, due to the characteristics of the internet. Providing us with your data is therefore done at your own risk.

We have taken the following measures to protect the safety of your data:

- Physical security measures
- Access to personal data is protected with a username and password
- Anti-virus software
- SSL-encryption

## **9. Your rights**

Under the General Data Protection Regulation, you have a number of important rights that you can exercise. Please note however, that in some circumstances we may ask you to provide additional information, such as your ID or passport, in order to identify you when we have reasonable doubts about the identity of the person who is making the request.

We shall respond to your request concerning any of the rights mentioned in this section, without undue delay and at least within one month of receipt of the request. We can extend this period by two further months when this is necessary, taking into account the complexity and number of the requests. If we decide to extend the period, we shall inform you about this within one month of receipt of the request.

1. *The right to data portability.* This right gives you a higher degree of control over your own personal data. You have the right to receive your personal data in a structured, commonly used, machine-readable and interoperable format so that it can be transmitted to a different party.

2. *The right of access to your personal data.* This enables you to receive a copy of the personal data we hold about you and to verify if we process your personal data in a lawful manner.
3. *The right of rectification and erasure of your personal data.* You can request us to rectify your (incorrect) personal data or have it removed.
4. *The right to restrict the processing of your personal data.* In some cases you have the right to limit the processing by us of your personal data, for example when you dispute the correctness of the personal data, the processing is unlawful, your personal data is no longer necessary or you object to the processing and are awaiting a decision on this.
5. *The right to object against the procession of your personal data.* You can request that we no longer use your personal data. If you object to the use of your personal data for commercial purposes, we will always respect this.
6. *The right to withdraw consent at any time.* When you have given your permission to process your personal data you can withdraw your consent whenever you want. The easiest way to do this is to send an email to [info@exploressa.com](mailto:info@exploressa.com) You can also contact us in another way. Our contact details can be found in section 1 of this privacy statement.

If you wish to exercise any of these rights, please contact us by sending an e-mail to [info@exploressa.com](mailto:info@exploressa.com).

## **10. Complaints and questions**

If you have any complaints or questions about this privacy statement or the way we process your data, you can contact us by sending an email to [info@exploressa.com](mailto:info@exploressa.com). You can file a complaint against us regarding the processing of your personal data with the Dutch Data Protection Authority or possibly another authority in your country, when you live in the EU. You can find a list with all the relevant authorities to submit a complaint [here](#).

## **11. Changes to this Privacy Statement**

This privacy statement was last updated on October 11, 2018. We can change this privacy statement at any time to comply with legal requirements or when a change of circumstances apply.