

Privacy Policy andantec – Frank Rood – 2018 08 20

Introduction

I take your privacy very serious. As a business, I am also obligated to inform you about how I deal with personal data of my clients. In this document, I share with you how I handle the data, to what purpose and how data is stored and secured. This privacy policy is valid for all my products and services.

Frank Rood, running a business with the trademark andantec, is responsible for the handling of personal data as described in this Privacy Policy.

Personal data

Frank Rood handles your personal data in case you use my services or products and/or because you share personal data with me. The data that Frank Rood handles can be or will be necessary for the purposes as described in the paragraph below. The type of personal data can be:

- Name, Surname, Initials
- Gender
- Date of birth
- Company name
- Address(es)
- Phone number(s)
- E-mail address(es)
- Bank account

Special personal data

Special personal data contains sensitive information, like medical, criminal or ethnic. Frank Rood does not store Special personal data.

Purpose of the data

Once you do business with me I want to be of best service.

To be able to do so I use your data as follows:

- To call or send you an e-mail if this is necessary for executing my services.
- To inform you about changes in my services or products.
- To deliver products or execute my service at the agreed location.
- For invoicing and other administrative activities.
- If there is a legal obligation, for example: tax related administration.
- For promotion or marketing, which to my best assumption, I find relevant and serving your needs.

I can use your data for other purposes than the original purpose, if there is a strong alignment between the original purpose and the new purpose.



Applicable regulations

I am compliant to the current rules, regulations and laws and will inform myself to stay compliant. That also implies I have the right to change this Privacy policy to make sure the compliancy is secured.

What doesn't happen with your data?

Your data will not be sold to others. It will neither be used to make up expansive visitor profiles nor for any decision making based on automatized processing (meaning, any procession done by computer programs or - systems without the intervening of a human being).

The time duration your data is recorded

Frank Rood will not record your data any longer then needed to achieve the purposes the data is essential for.

Share with others/delivering data to third parties

Frank Rood will not sell your data to third parties. Your data will only be delivered to third parties if necessary for the implementation of our policy with you, or if necessary to conform to a statutory obligation, for example the invoice information I share with my accountant. We ask companies, that process your data commissioned by us, to agree to a process policy to be sure the level of protection and confidentiality remains the same.

To map website visiting (public part)

Frank Rood only uses technical en functional cookies. A cookie is a small text file that will be saved on your computer, tablet or smartphone the first time you visit our websites. The cookies we use are necessary for your user friendliness and the technological operation of the websites. They ensure the websites function properly and they record for example your preferred settings. You can sign out for cookies by altering your internet browser so it will not save cookies anymore. Furthermore you can remove all information in your browser settings that has been previously saved in your browser.

Reviewing, removing or altering your data

Of course you will always have the opportunity to review, alter or remove all your personal data, recorded by us. If you want to use this opportunity you can send a specific request to info@frankrood.nl.



Security

Frank Rood highly values the protection and security of your data. Frank Rood has taken appropriate technological and organisational precautions to protect and secure your data against loss, alteration, misuse or any (other) form of unauthorised processing. Confidentiality will be safeguarded. Frank Rood will provide secrecy of this data, if not otherwise determined by the law.

When Frank Rood uses the services of third parties, Frank Rood will make proper agreements regarding the necessary security measures. Contact me if you get the impression that your data is not properly protected or if there are indications of misuse.

Risk reduction

In the extraordinary case of loss of data, for example due to a stolen laptop or external hack, action will follow as soon as possible. If this data relates directly or indirectly to your data you will be informed about the situation and the potential consequences. An internal investigation will follow to determine what caused this problem and how this can be prevented in the future. We will do anything to reduce the risk of loss or theft of data and if possible to rule out this risk completely.

Your privacy rights

When you make a request to review, correct, relocate or remove your personal data, Frank Rood will inform you regarding this within 5 workdays, with exception of holidays or other special conditions. You can submit your request via info@frankrood.nl

Questions

If you have any questions or comments regarding the processing of your personal data and this Privacy Policy you can contact us, via info@frankrood.nl

This Privacy Policy has been drawn up 20th of August 2018

