

WKV Amsterdam BV, located at Papaverweg 34 Unit B100, 1032 KJ Amsterdam, is responsible for the processing of personal data as described in this privacy statement. Contact details:

<https://wkvamsterdam.com>

Papaverweg 34 Unit B100

1032 KJ Amsterdam

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Wouter Klaase is the Data Protection Officer of WKV Amsterdam BV. He/she can be reached at wkvamsterdam@outlook.com.

Personal data we process

WKV Amsterdam BV processes your personal data because you use our services and/or because you provide this data to us yourself.

Below is an overview of the personal data we process:

- Company name
- First and last name of contact person
- Company address details
- Company telephone number
- Personal telephone number
- Contact person's email address
- Other personal data that you actively provide
- Data about your activities on our website

Special and/or sensitive personal data we process

Our website and/or service does not intend to collect data from website visitors who are under 18 years of age, unless they have permission from parents or guardians. However, we cannot check whether a visitor is over 18. We therefore advise parents to be involved in the online activities of their children to prevent data about children being collected without parental consent. If you are convinced that we have collected personal data about a minor without such consent, please contact us at wkvamsterdam@outlook.com and we will delete this information.

Purposes and legal grounds for processing personal data

WKV Amsterdam processes your personal data for the following purposes:

- Preparing a quotation
- Drawing up an agreement
- Confirming services with a supplier
- Handling your payment
- Sending our newsletter and/or advertising brochure
- To be able to call or email you if necessary to carry out our services
- To inform you about changes to our services and products
- To deliver goods and services to you
- WKV Amsterdam BV analyses your behaviour on the website to improve the website and to tailor the range of products and services to your preferences.
- WKV Amsterdam BV tracks your browsing behaviour across various websites in order to align our products and services with your needs.

Automated decision-making

WKV Amsterdam BV does not make decisions based on automated processing that could have significant consequences for individuals.

How long we retain personal data

WKV Amsterdam does not retain your personal data longer than is strictly necessary to achieve the purposes for which your data is collected. We apply the following minimum retention periods for the following (categories of) personal data:

Company name	7 years
First and last name	7 years
Address	7 years
Telephone number	7 years
Email address	7 years
Other personal data you actively provide, for instance by creating a profile on this website, in correspondence and by telephone	7 years
Data about your activities on our website	7 years

Sharing personal data with third parties

WKV Amsterdam BV shares your personal data with various third parties if this is necessary for the performance of the agreement and to comply with any legal obligation. We enter into a processing agreement with companies that process your data on our behalf to ensure the same level of security and confidentiality of your data. WKV Amsterdam BV remains responsible for these processing operations. In addition, WKV Amsterdam BV provides your personal data to other third parties. We only do this with your explicit consent and/or if it is necessary to confirm services ordered by the customer with a supplier.

Name of third party	Category	Purpose	Which data
Wix	Website management	Gain more insight into customer search behaviour	All customer data
Facebook	Social media	Gain more insight into customer search behaviour	All customer data
Instagram	Social media	Gain more insight into customer search behaviour	All customer data
LinkedIn	Social media	Gain more insight into customer search behaviour	All customer data
Snapchat	Social media	Gain more insight into customer search behaviour	All customer data
TikTok	Social media	Gain more insight into customer search behaviour	All customer data

Google	Search engine	Gain more insight into customer search behaviour	All customer data
Microsoft Office Windows	Support software	Support primary, secondary and administrative processes	All customer and employee data
Google Workspace	Support software	Support primary, secondary and administrative processes	All customer and employee data
Microsoft Office Windows	Support software	Support primary, secondary and administrative processes	All customer and employee data
WhatsApp	Social media	Gain more insight into customer search behaviour	All customer data
SnelStart	Accounting software	Bookkeeping	All customer and employee data
Moneybird	Accounting software	Administration management	All customer and employee data
Wix	Website management	Gain more insight into customer search behaviour	All customer data

Google Gemini	AI	Gain more insight into customer behaviour	All customer data
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Cookies or similar technologies we use

WKV Amsterdam BV uses functional, analytical and tracking cookies. A cookie is a small text file that is stored in the browser of your computer, tablet or smartphone when you first visit this website. WKV Amsterdam BV uses cookies including those with a technical function. These ensure that the website functions properly and that, for example, your preferred settings are remembered. These cookies are also used to ensure the website works well and to optimise it. In addition, we place cookies that track your browsing behaviour so that we can offer tailored content and advertisements.

You can opt out of cookies by setting your internet browser so that it no longer stores cookies. Additionally, you can delete all information previously stored via your browser settings.

For further explanation, see: <https://veiliginternetten.nl/wat-zijn-cookies/>

Accessing, amending or deleting your data

You have the right to access, correct or delete your personal data. Additionally, you have the right to withdraw your consent for data processing or to object to the processing of your personal data by WKV Amsterdam BV, and you have the right to data portability. This means you can submit a request to us to send the personal data we have about you in a computer file to you or another organisation named by you.

You can send a request for access, correction, deletion, data transfer of your personal data, or a request to withdraw your consent or object to the processing of your personal data to wkvamsterdam@outlook.com.

To ensure the request for access was made by you, we ask you to send a copy of your ID with the request. Please black out your photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and Citizen Service Number (BSN) in this copy. This is to protect your privacy. We will respond to your request as quickly as possible, but within four weeks.

How we secure personal data

WKV Amsterdam BV takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorised access, unwanted disclosure and unauthorised modification. If you have the impression that your data is not properly secured or there are indications of misuse, please contact our customer service or via wkvamsterdam@outlook.com.