

# PRIVACY STATEMENT

GROENENDIJK MICROFILM- EN SCANSERVICE B.V.

H.O.D.N. GMS DIGITALISEERT B.V.

EDISONWEG 50D

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[INFO@GMSNL.COM](mailto:INFO@GMSNL.COM)

CoC 23047664

## 1. PERSONAL DATA PROCESSED BY US

### A. Privacy?

- i. GMS takes your privacy very seriously. We process your personal data because you make use of our website, and our services and because you disclose this data to us yourself.
- ii. We will do our utmost to process the details you disclosed to us with the greatest possible care. This privacy statement gives you a clear overview of which personal data we process, how we handle this data, and it also explains why we collect this data.
- iii. Under the Personal Data Protection Act, GMS is referred to as a 'responsible party'.

## 2. AN OVERVIEW OF THE DATA WE PROCESS:

### A. From you as a visitor to our website

- |  |   |
|--|---|
| i. First and last name   | vi. Data about your activities on our website |
| ii. Phone number   | vii. IP address                               |
| iii. Email address   | viii. Internet browser and type of device     |
| iv. Other personal details you actively provide with the contract. |   |
| v. Location details  |   |

## 3. SPECIFIC AND/OR SENSITIVE PERSONAL DATA PROCESSED BY US

### A. Minors

- i. It is not the intention of our website and services to collect data about visitors to our website below the age of 16, except when this is done with the consent of parents or guardians. GMS is not able to check whether a visitor is older than 16, which is why we recommend that parents are involved with and aware of the online activities of their children. This way, we can jointly prevent children's data from being collected without parental consent.

### B. Please contact us if we have made a mistake.

- i. Should you be convinced that we have collected data about a minor without parental consent, then please contact us via [info@gmsnl.com](mailto:info@gmsnl.com). We will delete this information without delay.

## 4. WHY WE NEED YOUR DETAILS AND HOW WE KEEP THEM

### A. GMS processes your personal data for the following purposes:

- i. To call or email you when this is required to properly perform our services;
- ii. To send you the information you requested;
- iii. To analyse your website behaviour, which allows us to improve our website and make it more compatible with your preferences.

### B. The length of time your details will be retained

- i. GMS will not store your personal data any longer than strictly necessary to realise the objectives for which the details are collected. Should you wish to know more about our retention period in your specific case, then please contact us via [info@gmsnl.com](mailto:info@gmsnl.com)

## 5. SHARING WITH THIRD PARTIES

### A. No selling!

- i. GMS will not sell personal data to third parties and will only disclose this when required for the execution of our agreement with you or to comply with any statutory obligations.
- ii. To ensure the same level of security and confidentiality of your data, we enter into a data processing agreement with the companies who process your data on our behalf. GMS will remain the responsible party.

## 6. MAPPING WEBSITE VISITS

### A. Cookies

- i. GMS uses cookies. A cookie is a small file that is stored in the browser of your computer, tablet or smartphone when you visit this website for the first time.
- ii. GMS uses different types of cookies, which are further described and explained in our cookie statement:
  - A.1.a Functional cookies are cookies with a purely technical functionality. These cookies ensure that the website works properly and that, for example, your preferred settings can be remembered. Using these cookies also enables us to optimise our website and services.
  - A.1.b Analytical cookies from third parties. These cookies can keep track of your surfing behaviour. We include these cookies because we use analytical service providers such as Google Analytics. More information about this service can be found in Article 7.
  - A.1.c Tracking cookies. These cookies are placed by an external party. By reading the cookies, the advertiser can recognise you when you visit a website the advertiser is also involved with. When you surf through the website, you can be shown personalised advertisements. These cookies can also keep track of your surfing behaviour, allowing these parties to build up a highly specific profile. This profile can be detailed to the extent that it becomes personal data.

### B. What if you don't want cookies.

- i. You can disable cookies by adjusting the settings of your internet browser in such a way that it no longer stores cookies. You can also delete previously stored information via the browser settings. If you need our help to do that, then feel free to contact us. Please check the Help function of your browser first before you contact us.

## 7. GOOGLE ANALYTICS

### A. Google

- i. Via our website, a cookie is placed by Google, a company you undoubtedly know. These cookies are part of the Google Analytics' services. We use this service to find out how you, as a visitor, use our website and it allows Google to provide us with insightful reports about this.
- ii. Google can provide this information to third parties, but only if Google has a legal obligation to do so, or insofar third parties process the information on behalf of Google. This is beyond the control of GMS. As part of the conditions that Google imposes, Google has been given our consent to use the obtained information for other Google services.

### B. Ensuring anonymity

- i. GMS has entered into a data processing agreement with Google. The information that Google collects is anonymised as much as possible but your IP address is not masked so your location can still be ascertained.

## 8. VIEWING, EDITING, OR DELETING PERSONAL DETAILS

### A. Your rights

- i. You are entitled to view, edit or delete your personal data at all times.
- ii. Should you have any questions or remarks about the data processing carried out by GMS, then please send your request to [info@gmsnl.com](mailto:info@gmsnl.com).
- iii. GMS wants to be sure that the request to view the personal data has been submitted by you. Therefore, we

kindly ask you to add a copy of your identification document to your request to view, edit, or delete your details. To protect your privacy, GMS asks you to blacken your passport photo, the MRZ (machine readable zone: the line with numbers at the bottom of the page of the passport), the document number, and the citizen service number.

- iv. GMS will respond as quickly as possible, but certainly within 4 weeks, to your request.

## 9. COMMUNICATION SECURITY BY SSL ENCRYPTION

### A. SSL

- i. GMS uses secure coding technologies to protect you as a visitor to our website. With SSL (Secure Socket Layer), your personal details are used on our website in an encrypted form (made invisible to third parties). This ensures that your details are only visible to you and our server.

### B. How do you recognise the security measures?

- i. We use SSL encryption with all elements of our site for which we use your details, such as filling out the contact form. This is very easy to check and recognise. When you are on an encrypted part of our website, you can see the 'lock' symbol at the top right or left in your browser. Additionally, the URL changes from http:// to https://, which also indicates that the page is secured.

## 10. SECURITY

### A. We take data protection very seriously

- i. GMS takes the protection of data very seriously and will thus take appropriate measures to prevent abuse, loss, unauthorised access, unwanted publicity, and unauthorised changes. If you are under the impression that your data is not properly protected, or if there is any indication of abuse, please contact us immediately via [info@gmsnl.com](mailto:info@gmsnl.com).