

Snijders Douane Agenten

Located at :

Gardermoenbaan 27
3045 AX Rotterdam Airport,

is responsible for the processing of personal data as described in this privacy statement.

Contact details:

<https://www.snijdersdouaneagenten.nl>
Snijders Douane Agenten
Gardermoenbaan 27
3045 AX Rotterdam Airport +31 (0)10 820 89 20

Ben Kneppers is the Data Protection Officer of Snijders Douane Agenten. He may be contacted via

b.kneppers@snijdersdouaneagenten.nl

Snijders Douane Agenten attaches great importance to your privacy. We act in compliance with the requirements of the General Data Protection Regulation. Personal data that you have made available to us and data obtained through visiting our website will be treated confidentially by Snijders Douane Agenten, our employees and any involved third parties. We recommend you read this privacy statement carefully. In this statement, we describe which (personal) data we collect and process, and with what purpose.

Drafted on 23-05-2018

Personal data we process

Snijders Douane Agenten processes your personal data because we supply our services to you and/or you supply services to us. This privacy statement is not applicable to the processing of data of employees. A separate policy has been drafted for this purpose.

Below you find an overview of the personal data we process:

Concerning business relations

- Alfa search name
- Name company
- Visitor's address
- Postal address
- Phone number
- Fax number
- Email address
- Vat number
- Chamber of Commerce trade register number
- Name contact person
- Email address contact person
- Phone number contact person
- Bank details required for transactions

The purpose to and on what ground we process personal data

Snijders Douane Agenten processes your personal data solely for the following purposes:

- The processing of payments
- The establishment and performance of agreements
- Communication by phone or email if this is necessary for the purpose of performing our services
- Handling questions and complaints
- The delivery of goods and services
- Conducting application procedures
- Snijders Douane Agenten also processes personal data if we are under the legal obligation to do so, for example data necessary to complete our tax declarations.

Automated decision-making

Snijders Douane Agenten does **not** make decisions based solely on automated processing regarding matters that may have consequences for individuals. This concerns decisions that are made by computer programmes or systems without intervention of an individual (for example an employee of Snijders Douane Agenten). Snijders Douane Agenten uses the following computer programmes and systems:

Sprinter

Software for the purpose of processing dossiers. Data is only accessible to authorized users, after logging in.

Exact on-line

Administrative software for the purpose of the financial administration. Data is only accessible to authorized users, after logging in.

4M-Focus

Supporting software for management for the purpose of registering processes, organisation, issue management, risk management and suppliers. Accessible to users after logging in.

Outlook/Office 365

Email and address data of the network is stored in this software for the purpose of communication. Data is only accessible to authorized users, after logging in.

Retention period of personal data

Snijders Douane Agenten stores your personal data no longer than strictly necessary for the purposes for which your data is collected. This is the legal retention period of 7 years in consideration of the settlement of tax matters and/or legal basis.

Sharing of personal data with third parties

Snijders Douane Agenten solely provides personal data to third parties if this is necessary for the performance of our agreement with you or to comply with a legal obligation.

Cookies, or comparable techniques we use

Snijders Douane Agenten only uses technical and functional cookies, We might also use cookies for analytical purposes without any privacy threats.. A cookie is a small text file which is created at first visit of our site. This file will be stored on your computer. The cookies we use are required for the technical functionality of our website and ease of use for visitors by registration of your preferences. We can also use them to optimise our website. In your internet browser you can find options to disable or remove cookies.

Review, modify or delete personal data

You are entitled to review your personal data, to rectify it or to have it deleted. Furthermore, you are entitled to revoke any permission for the processing of data or to object to the processing of your personal data by Snijders Douane Agenten, and you have the right to data portability. This means that you may submit a request to have the personal data that we have acquired regarding your person sent to you or another organisation mentioned by you in a computer file.

You may submit a request to review, modify or delete your personal data, to exercise your right to data portability, to withdraw your permission for the processing of your personal data or to file your objection to the processing of your personal data by sending it to info@snijdersdouaneagenten.nl.

To ensure that the request to review your personal data has been submitted by you, we ask you to append a copy of your proof of identification to your request. Please black out your passport picture, MRZ (Machine Readable Zone, the strip with numbers at the bottom of the passport), passport number and Citizen Service Number (for Dutch identification documents: *Burgerservicenummer*, *BSN*), for the purpose of protecting your privacy. We will respond to your request as soon as possible, but within four weeks at the latest.

Furthermore, Snijders Douane Agenten would like to point out that you have the possibility to file a complaint with the national Supervisor, the Data Protection Authority (*Autoriteit Persoonsgegevens*). This may be done through the following link (in Dutch): <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

Security of the personal data we collect

Snijders Douane Agenten is serious about the protection of your data and takes appropriate measures to prevent the misuse, loss, unauthorised access, accidental disclosure and unauthorised modification of data. If you have the impression that your data is not adequately secured, or have reason to believe there is misuse of data, please contact us via info@snijdersdouaneagenten.nl.