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# **Privacy Policy**

Anne-Margreet Niemeijer understands and respects the importance of your privacy. I will not use your data other than for administration purposes and will not share it with others, unless I am required by law to do so. This Privacy Policy informs you how I use the personal data I collect from you, or that you provide to me. Please read the following information.

For the purpose of the General Data Protection Regulation (GDPR) 2018, I, Blue Dew Design are the Data Controller and Processor for <a href="https://annemargreetniemeijer.nl">https://annemargreetniemeijer.nl</a> (the website).

By subscribing to my newsletter or submitting your personal data via this web site, you agree to the transfer, storing or processing of it as set out below. I require these details in order to keep you updated. Please do not use this website if you do not agree with any of the following.

If you have a question about this privacy policy, please mail me (Anne-Margreet Niemeijer) at info@annemargreetniemeijer.

# What information do I collect?

For commissions I collect the following data which I need for billing:

- Company name
- Contact name
- Address
- Phone number
- Mail address
- Chamber of Commerce number

This information is only stored by me, and not shared with anyone else except my accountant and tax authorities.

Purpose of collecting data

annemargreetniemecollects data for the following purposes:

- Financial administration
- Calling or mailing you to communicate about commissions and questions regarding my work

#### Retention of data

Anne-Margreet Niemeijer will not share, sell, share or trade to other parties your personally identifiable information.

Data will not be kept any longer than needed for the purposes of the data collection.

Financial data that is related with commissions will be kept for seven year according to the Dutch tax law. After seven years, your data will be deleted.

# Controlling your personal information

When you inform me (<u>info@annemargreetniemeijer.nl</u>) that you do not want to receive any mails or newsletters any longer, I will delete your data immediately.

You have the legal right to see, control or delete your personal information. The Dutch law requires that you send a copy of your identification document with the request, to ensure it is you. Complaints can be send to 'Autoriteit Persoonsgegevens' via this link:

https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons.

### Cookies & site stats

The website of Anne-Margreet Niemeijer is made with Wordpress and uses cookies to ensure the website is functioning well. I use Jetpack site stats to give insights into how many people visit my site per day, and which page they click on. This is all anonymous information, without names, places, or other personal information. Jetpack also uses cookies in a variety of ways to improve your experience and provide the core functionality of some features. You can find specific details about these cookies and their purposes in our dedicated support document <a href="https://ietpack.com/support/privacy/">https://ietpack.com/support/privacy/</a>.

If you want to disable cookies you need to change your website browser settings to reject cookies. How you can do this will depend on the browser you use. Further details on how to disable cookies for the most popular browsers are set out below:

# For Microsoft Internet Explorer:

- 1. Choose the menu "tools" then "Internet Options"
- 2. Click on the "privacy" tab
- 3. Select the setting the appropriate setting

#### For Google Chrome:

- 1. Choose Settings> Advanced
- 2. Under "Privacy and security," click "Content settings".
- 3. Click "Cookies"

#### For Safari:

- 1. Choose Preferences > Privacy
- 2. Click on "Remove all Website Data"

# For Mozilla firefox:

- 1. Choose the menu "tools" then "Options"
- 2. Click on the icon "privacy"
- 3. Find the menu "cookie" and select the relevant options

# For Opera 6.0 and further:

- 1. Choose the menu Files"> "Preferences"
- Privacy

Depending on which cookies you disable, in general the website may not operate properly if cookies are switched off.

# Amendment

The Privacy Policy was last modified on 26 Sept 2022. I reserve the right to update or amend this Privacy Policy from time to time without notice to you.