



## Privacy statement

We take the privacy of personal data very seriously and do not provide and/or sell personal data to third parties. We only process personal data for the purpose for which it was provided and in accordance with the General Data Protection Regulation (GDPR) and the Dutch Telecommunications Act.

We reserve the right to revise this privacy statement from time to time. We recommend that you review this privacy statement regularly to ensure you have the latest version. You can find the most recent version of the privacy statement on our website.

### Data protection

We have taken appropriate technical measures to prevent misuse, loss, unauthorised access, unwanted disclosure and unauthorised changes. The Joseph Oubelkas website uses a reliable SSL certificate and an opt-in pursuant to the regulations to ensure that personal data does not fall into the wrong hands. In doing so, we choose a security level that is appropriate for the data we process.

### Data processing

If you have subscribed to the newsletter or purchased a product or service, you will be asked to enter your data. We only process the data that you have submitted to us yourself. This may include the following data:

- First name and surname
- E-mail address
- Shipping address
- Postcode and city
- Company
- Name of the contact person
- Telephone number
- Location

### Purposes

We process personal data to ship the ordered books or contact you by telephone or in writing regarding a seminar request. We also use the acquired personal data for sending newsletters and processing invoices pursuant to the guidelines.

### Use of cookies

Cookies are used to ensure that this website works optimally and tailor advertisements to your preferences. A cookie is a small file sent by our website and placed by your browser on the device you use to visit our website. The information stored in the cookie can be sent back to our website when you revisit it.

We use Google Analytics to track how users use the website. Google uses cookies. Do you want to disable or delete cookies? You can do this via your browser settings.

## **Data sharing**

We save your personal data in our e-mail system via the servers of NovaNews.

We will not share your data with third parties unless you have given us your express consent to do so. Nor do we sell your data to third parties. However, we may engage third parties to process certain personal data under our supervision and responsibility. We conclude a processing agreement with these third parties. These third parties are not allowed to process personal data in any way other than what we have commissioned.

## **Changing your data**

You also have the right to access your personal data and have it corrected. If you want to know what personal data we process about you, you can submit a written request for inspection. If your data is incorrect, incomplete or irrelevant, you can send us a written request to change or supplement your data.

You also have the right to have your personal data deleted, to restrict processing and object to processing. Furthermore, you have the right to transfer your data or to make them transferable. You must also submit a written request for this (by post or e-mail). We will process your request within four weeks.

## **Storing data**

We will not retain your data any longer than is necessary for the purpose for which it was obtained. We keep the data in our accounting and CRM system for at least 7 years to meet our legal obligations.

## **Deleting data**

If you have subscribed to our newsletter, have filled in a form or have purchased a product or service and do not wish to receive any e-mail from us in the future, you can unsubscribe at any time using the link at the bottom of the e-mail or by contacting us. Your data will then be immediately removed from our database and will not be stored.

You have the right to withdraw your consent to the processing of your data at any time, after which we will no longer process your data. The revocation of this consent does not affect the lawfulness of our data processing based on your consent, which took place before this revocation, or the data processing based on a contract.

## **Complaints and questions on data processing**

If you have a complaint about the way we process your personal data, you can, of course, contact us. We will then try to find a solution together with you. However, you also have the right to submit a complaint to the Dutch Data Protection Authority. You can read how to do this on the website of the Dutch Personal Data Authority (Dutch website).

If you have any questions about our privacy statement or wish to inspect and change (or delete) your personal data, please feel free to contact us by e-mail: [post@oubelkas.nl](mailto:post@oubelkas.nl) or by post: Oubelkas Communications Ltd., Postbox 5588, 6202 XB Maastricht.

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