

Privacy policy - Tejlend Translations

1. Introduction

1.1 We are committed to safeguarding the privacy of our service users.

1.2 This policy applies where we are acting as a data controller with respect to the personal data of our service users; in other words, where we determine the purposes and means of the processing of that personal data.

1.3 In this policy, "we", "us" and "our" refer to Tejlend Translations, owned by Monica Tejlend.

2. Credit

2.1 This document was created using a template from SEQ Legal (<https://seqlegal.com>).

3. How we use your personal data

3.1 We may process your account data ("**account data**"). The account data may include your name, phone number and email address. The account data may be processed for the purposes of providing our services and maintaining back-ups of our communicating with you. The legal basis for this processing is our legitimate interests, namely the performance of a contract between you and us.

3.2 We may process any of your personal data identified in this policy where necessary for the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure. The legal basis for this processing is our legitimate interests, namely the protection and assertion of our legal rights, your legal rights and the legal rights of others.

3.3 We may process any of your personal data identified in this policy where necessary for the purposes of providing information to the tax authorities.

3.4 Please do not supply any other person's personal data to us, unless we prompt you to do so.

4. Providing your personal data to others

4.1 We may disclose your personal data to professional bookkeeping organisations, insofar as reasonably necessary for the purposes of bookkeeping and for ensuring compliance with the Dutch tax laws and rules.

5. Retaining and deleting personal data

5.1 Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

5.2 We will retain your personal data as follows:

- (a) *personal data* will be retained for a minimum period of 7 years.
- (b) *address details* will be retained for a minimum period of 7 years.
- (c) *email address and phone number* will be retained for a minimum period of 7 years.
- (d) *VAT number* will be retained for a minimum period of 7 years.

6. Your rights

6.1 Your principal rights under data protection law are:

- (a) the right to access;
- (b) the right to rectification;
- (c) the right to erasure;
- (d) the right to restrict processing;

- (e) the right to object to processing;
- (f) the right to data portability;
- (g) the right to complain to a supervisory authority; and
- (h) the right to withdraw consent.

6.2 You have the right to confirmation as to whether or not we process your personal data and, where we do, access to the personal data, together with certain additional information. That additional information includes details of the purposes of the processing, the categories of personal data concerned and the recipients of the personal data. Providing the rights and freedoms of others are not affected, we will supply to you a copy of your personal data.

6.3 You have the right to have any inaccurate personal data about you rectified and, taking into account the purposes of the processing, to have any incomplete personal data about you completed.

6.4 You have the right to the erasure of your personal data without undue delay.

6.5 In some circumstances you have the right to restrict the processing of your personal data. Those circumstances are: you contest the accuracy of the personal data; processing is unlawful but you oppose erasure; we no longer need the personal data for the purposes of our processing, but you require personal data for the establishment, exercise or defence of legal claims; and you have objected to processing, pending the verification of that objection. Where processing has been restricted on this basis, we may continue to store your personal data. However, we will only otherwise process it: with your consent; for the establishment, exercise or defence of legal claims; for the protection of the rights of another natural or legal person; or for reasons of important public interest.

6.6 You have the right to object to our processing of your personal data on grounds relating to your particular situation, but only to the extent that the legal basis for the processing is that the processing is

necessary for: the performance of a task carried out in the public interest or in the exercise of any official authority vested in us; or the purposes of the legitimate interests pursued by us or by a third party. If you make such an objection, we will cease to process the personal information unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing is for the establishment, exercise or defence of legal claims.

6.7 To the extent that the legal basis for our processing of your personal data is:

(a) consent; or

(b) that the processing is necessary for the performance of a contract to which you are party or in order to take steps at your request prior to entering into a contract,

and such processing is carried out by automated means, you have the right to receive your personal data from us in a structured, commonly used and machine-readable format. However, this right does not apply where it would adversely affect the rights and freedoms of others.

6.8 If you consider that our processing of your personal information infringes data protection laws, you have a legal right to lodge a complaint with a supervisory authority responsible for data protection. You may do so in the EU member state of your habitual residence, your place of work or the place of the alleged infringement.

6.9 To the extent that the legal basis for our processing of your personal information is consent, you have the right to withdraw that consent at any time. Withdrawal will not affect the lawfulness of processing before the withdrawal.

6.10 You may exercise any of your rights in relation to your personal data by sending an email to monica@tejlandtranslations.nl

7. Our details

7.1 This website is owned and operated by Tejland Translations.

7.2 We are registered in the Netherlands under Chamber of Commerce number 67622704 and our registered office is at De Loet 276, 1902 BS Castricum.

7.3 Our principal place of business is at De Loet 276, 1902 BS Castricum.

7.4 You can contact us:

(a) by email, at monica@tejlandtranslations.nl

(b) by telephone, on +31 (0)6 24 99 13 10

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