

## PRIVACY AND COOKIE STATEMENT

AnnekeVertaalt respects the privacy of visitors to the Website, in particular the rights of visitors regarding the automated processing of personal data. Because of full transparency with our customers, we have therefore formulated and implemented a policy regarding these processing operations themselves, their purpose as well as the possibilities for data subjects to best exercise their the rights.

For all additional information on personal data protection, please visit the Authority's personal data website: <https://autoriteitpersoonsgegevens.nl/en>.

Until you accept the use of cookies and other tracking systems on the Website, we do not place non-anonymised analytical cookies and/or tracking cookies on your computer, mobile phone or tablet. By continuing to visit the Website, you accept the following terms of use.

The current version of the privacy statement available on the Website is the only version that applies for as long as you visit the Website, until a new version replaces the current version.

### **Article 1 - Legal provisions**

Website (hereinafter also "the website"): AnnekeTranslates

Controller of personal data processing (hereinafter also referred to as "the controller"):

AnnekeVertaalt, located at Aan de Heijgraef 5, 6161 DK Geleen, Chamber of Commerce number: 73766208.

### **Article 2 - Access to the website**

Access to and use of the website is strictly personal. You shall not use this website or the data and information provided on it for commercial, political or advertising purposes or for any commercial offers and, in particular, not for unsolicited electronic offers.

### **Article 3 - The content of the website**

All trademarks, images, texts, comments, illustrations, (animated) pictures, video images, sounds, as well as all technical applications that may be used to operate the website and, more generally, all components used on this site, are protected by intellectual property rights. Any reproduction, repetition, use or adaptation, by any means whatsoever, of all or only part of it, including the technical applications, without the prior written consent of the person in charge, is strictly prohibited. If the manager does not take immediate action against any infringement, this cannot be construed as tacit consent or waiver of legal action.

### **Article 4 - Management of the Website**

For the proper management of the website, the administrator may, at any time: suspend, interrupt or restrict access to all or part of the website to a certain category of visitors remove all information that may interfere with the functioning of the website or is contrary to national or international legislation or contrary to Internet etiquette have the website temporarily unavailable in order to carry out updates

## **Article 5 - Responsibilities**

The Administrator is in no case responsible for failures, breakdowns, difficulties or interruptions of the functioning of the Website, as a result of which the Website or any of its functionalities are not accessible. The manner in which you connect to the website is your own responsibility. You are responsible for taking all appropriate measures to protect your equipment and your data against, inter alia, virus attacks on the Internet. Furthermore, you are responsible for the websites and data you consult on the Internet. The administrator shall not be liable for any legal action taken against you: because of your use of the website or services accessible via the Internet because of your violation of the terms of this privacy policy The administrator shall not be responsible for any damage incurred by yourself, or by third parties or your equipment as a result of your connection to or use of the website. You will refrain from taking any action against the operator as a result. If the operator becomes involved in a dispute as a result of your use of this website, he shall be entitled to recover from you all damages he has suffered and will suffer as a result.

## **Article 6 - Collection of data**

Your data are collected by AnnekeVertaalt. Personal data means any information relating to an identified or identifiable natural person; an identifiable natural person is considered to be one who can be identified, directly or indirectly, in particular by means of an identifier such as a name, an identification number, location data, an online identifier or one or more elements characterising physical, physiological, genetic, psychological, economic, cultural or social identity. The personal data collected on the website are mainly used by the operator to maintain relationships with you and, if applicable, to process your orders.

## **Article 7 - Your rights in relation to your data**

Pursuant to Article 13(2)(b) AVG, everyone has the right to access and rectify or erase their personal data or restrict processing concerning them, as well as the right to object to processing and the right to data portability. You can exercise these rights by contacting us at [info@annekeVertaalt.nl](mailto:info@annekeVertaalt.nl). Any such request should be accompanied by a copy of a valid identity document, on which you have affixed your signature and indicating the address at which you can be contacted. Within 1 month of the request submitted, you will receive a reply to your request. Depending on the complexity of the requests and the number of requests, this deadline may be extended by 2 months if necessary.

## **Article 8 - Processing of personal data**

In case of violation of any laws or regulations, of which the visitor is suspected and for which the authorities require personal data collected by the Administrator, these will be provided to them following an express and reasoned request by those authorities, after which such personal data will then no longer be subject to the protection of the provisions of this Privacy Declaration. If certain information is necessary to access certain functionalities of the website, the controller will indicate the mandatory nature of this information at the time of requesting the data.

**Article 9 - Commercial offers**

You may receive commercial offers from the administrator. If you do not or no longer wish to receive these, please send an e-mail to the following address: [info@annekeVertaalt.nl](mailto:info@annekeVertaalt.nl). If you come across any personal data while visiting the website, please refrain from 1. 2. 3. 4. 5. If, during the visit to the website, you come across any personal data, you must refrain from collecting them or from any other unauthorised use as well as from any act constituting a violation of the privacy of those person(s). Under no circumstances is the administrator responsible in the above situations.

**Article 10 - Data retention period**

The data collected by the website operator shall be used and retained for the duration stipulated by law.

**Article 11 - Cookies**

A cookie is a small text file that is placed on the hard disk of your computer when you visit our website. A cookie contains data so that you can be recognised as a visitor each time you visit our website. It is then possible to customise our website for you and make logging in easier. We use the following types of cookies on our website:

- Functional cookies: such as session and login cookies for tracking session and login information.
- Anonymised analytical cookies: to gain insight into visits to our website based on information about visitor numbers, popular pages and topics. This allows us to better tailor communication and information provision to the needs of visitors to our website. We cannot see who visits our websites or from which PC the visit takes place.

More specifically, we use the following cookies:

- No other cookies

**Article 12 - Visual material and products offered**

No rights may be derived from the visual material belonging to the products offered on the website.

**Article 13 - Applicable law**

These terms and conditions are governed by Dutch law. The court of the administrator's place of business has exclusive jurisdiction in any disputes concerning these terms and conditions, except where a statutory exception applies.

**Article 14 - Contact**

For questions, product information or information about the website itself, please contact: Anneke van der Weerd, [info@annekevertaalt.nl](mailto:info@annekevertaalt.nl).

**Article 15 - Attribution**

This privacy notice has been created with the help of Rocket Lawyer (<https://www.rocketlawyer.com/nl/nl>). This privacy statement is applicable since until further notice.