

## **Privacy Policy - Customize Management**

Customize Management respects the privacy of its customers, prospects and users of its website. Customize Management therefore ensures that personal data is treated confidentially. For that reason, it is important that you know what happens to your data and what influence you have.

### **Security**

Customize Management takes the protection of your data seriously and has taken appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. Do you have the impression that your data is not properly secured? Or do you think there is a case of abuse? Please contact [niels@customizemanagement.nl](mailto:niels@customizemanagement.nl).

### **Cookies**

Customize Management uses no functional, analytical and/or tracking cookies on its website <https://www.customizemanagement.nl>.

### **What information is processed by Customize Management and when?**

Customize Management processes personal data only in case you have been in contact with Customize Management or (have) use(d) the services of Customize Management and/or because you have provided it yourselves. Below is an overview of the personal data that are processed in such case:

- First and last name
- Position
- Visiting address
- Mailing address
- Telephone number
- E-mail address
- Other personal data that you actively provide
- Other personal data in digital files that you provide for the execution of your assignment

### **Why does Customize Management need the above information?**

Customize Management processes your personal data to contact you by telephone, e-mail or by letter if this is necessary to be able to execute the service correctly.

### **How long is the above data stored?**

Customize Management does not store your data longer than is strictly necessary for the realization of the purposes for which the data was provided.

### **Is data shared with other third parties?**

Information will not be provided to third parties unless you have agreed to this in writing by signing a separate processing agreement, this is necessary for the execution of your agreement with Customize Management or to comply with a legal obligation.

### **View, modify or delete data**

You have the right to view, correct or delete your personal data. You can send a request for access, correction or deletion to [niels@customizemanagement.nl](mailto:niels@customizemanagement.nl). To ensure that the request for access has been made by you, you must enclose a copy of your proof of identity with the request. In this copy, copy your passport photo, the MRZ (machine readable zone, the strip with numbers at the bottom of the passport), your passport

number and your Citizen Service Number (BSN). This is to protect your privacy. You will receive a response to your request as soon as possible but no later than 4 weeks. Customize Management would like to point out that you have the option of submitting a complaint to the national supervisory authority, the Dutch Data Protection Authority, if required.

### **Processing agreement**

Since May 25, 2018, the General Data Protection Regulation (GDPR) applies, also known in The Netherlands as Algemene Verordening Gegevensbescherming (AVG). In order to comply with the AVG, companies must demonstrate that the correct technical and organizational measures have been taken to protect personal data. If you enable Customize Management to process personal data for you, you must complete a processing agreement with Customize Management. In this document agreements are made about what measures are taken to ensure the protection of personal data.