

## PRIVACY STATEMENT

WoCoVA, located in Bilthoven, is responsible for the processing of personal data, as shown in this privacy statement.

### Contact details:

P.O. Box 675  
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+31 6 12053880  
[www.WoCoVA.com](http://www.WoCoVA.com)  
info@WoCoVA.com

WoCoVA considers your privacy very important. We will therefore process and use your data in a secure manner, entirely in accordance with the General Data Protection Regulation. In this privacy statement we explain to you what information we collect from you and why we do this. You can also read your rights regarding the processing of your personal data. When your data is processed outside of Europe, we will ensure that your privacy is properly guaranteed in accordance with your country of origin.

### Personal data that we process:

WoCoVA processes your personal data because you use our services and/or because you provide them yourself.

Below you find an overview of the personal data we process:

- First and last name
- Address data
- Phone number
- E-mail address

### Special and/or sensitive personal data that we process:

WoCoVA does **not** process special and/or sensitive personal data. Our website does not intend to collect data about website visitors who are younger than 16 years, unless they have permission from a parent or guardian. However, we are unable to check if a visitor is older than 16. We therefore encourage parents to be involved in the online activities of their children, in order to prevent their data being collected without parental consent. If you are believe that we have collected personal information about a minor without this permission, please contact us via info@WoCoVA.com, and we will delete this information.

### **For what purpose and on what basis do we process personal data?**

WoCoVA processes your personal data for the following purposes:

- Handling your registration (The processing is necessary for the execution of the “agreement”)
- Sending our newsletter (The processing takes place on the basis of permission: You have given consent for the processing of your personal data for one or more specific purposes)
- To call or e-mail you if necessary to carry out our services (The processing is necessary for the execution of the “agreement”)
- If we are legally obliged to do so (such as data that we need for example for our tax return)

### **Automated decision-making**

WoCoVA does **not** make decisions based on automated processing, on matters that can have (significant) consequences for people. These are decisions that are taken by computer programs or systems, without involving a person (for example, an employee of WoCoVA).

### **How long do we keep personal data?**

WoCoVA does not store your personal data longer than is strictly necessary to utilize the purposes for which your data is collected.

### **Sharing your personal data with third parties**

WoCoVA will not sell your information to third parties and will only provide this information if this is necessary for the execution of our agreement with you, or to comply with a legal obligation. With companies that process your data on our behalf, we obtain a Data Processing Agreement to ensure the same level of security and confidentiality of your data. WoCoVA remains responsible for these processing operations.

### **Cookies, or similar techniques, that we use**

WoCoVA only uses analytical cookies that do not infringe your privacy. A cookie is a small text file that is stored on your computer, tablet or smartphone when you first visit this website. The cookies we use are necessary for the technical operation of the website and your ease of use. They ensure that the website works properly and remember, for example, your preferences. We can also optimize our website for your benefit through their use.

You can opt out of cookies by setting your internet browser so that it does not store cookies in future. In addition, you can also delete all information previously saved via the settings of your browser.

## **Rights with regard to your personal data**

The General Data Protection Regulation has given you a number of rights with regards to the personal data you have processed by us.

- Inspection - You can request WoCoVA at any time to view your details.
- Change - If you want your information to be adjusted, corrected, supplemented, protected or removed, you can submit a request for this.
- Objection - You may object to the processing of your data with the legitimate interest of WoCoVA as a legal basis.
- Data transfer - If you wish to transfer your data to another provider, WoCoVA will provide your data in a structured and current form that can be accessed by conventional digital systems.
- Withdrawal - When we have processed data based on your explicit consent, you have the right to withdraw this permission. This may affect the services that we can provide you.

You can send a request for access, modification, deletion, data transfer of your personal data or request for withdrawal of your consent or objection to the processing of your personal data to [info@WoCoVA.com](mailto:info@WoCoVA.com)

In order to ensure that the request for access has been made by you, we ask you to send a copy of your identity document with the request. Make your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and citizen service number black in this copy. This is to protect your privacy.

WoCoVA will respond to your request as soon as possible, but within a maximum of four weeks. WoCoVA would also like to make you aware that you have the opportunity to file a complaint with the national supervisory authority, the Dutch Data Protection Authority. This can be done via the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>.

## **How do we protect your personal data?**

WoCoVA takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you believe that your data is not secure or that there are indications of abuse, please contact us at [info@WoCoVA.com](mailto:info@WoCoVA.com).

We recommend that you consult this privacy statement on a regular basis in case we make any amendments to our policy.

If you have any questions, please do not hesitate to contact us.