

## Privacy statement

### Business details

My business is called 'Anja Tjallema Tolk Russisch'. It is located at the address Rijnstraat 49, 1972 VB in IJmuiden in The Netherlands. It can be reached at telephone number +31-6-28236818 or at email address [info@anijatjallema-tolkrussisch.nl](mailto:info@anijatjallema-tolkrussisch.nl).

### What personal data does the business process?

I process only the following data:

- Your name and/or the name of your business
- Your address and/or the address of your business
- Your email address and/or the email address of your business
- Your bank account number and/or the bank account number of your business
- The VAT number of your business
- In case of notarial interpretation services, your passport or ID card details

### Purpose of data processing

I require this data in order to issue quotations, enter into and execute contracts for translation and interpreting services, etc. and to keep the associated administration.

### Legal basis for processing this data

I need this data for the execution of a contract between us, to comply with a legal obligation, or for the protection of a legitimate interest. For example:

- invoicing is a legal obligation, so I have to retain your invoices;
- keeping/updating the email address of a business is necessary for the execution of a contract;
- keeping translated documents may be necessary for my business operations.

### Retention period

I will retain your data for as long as we have a business relationship, and as a minimum for as long as it is required by law. If you indicate that you no longer wish to make use of my services, I will destroy your data, unless this is not permitted by law or if I need it in the context of legal proceedings.

### Method of storing the data

Your data is stored on my computer and on the Microsoft One.drive online storage service. These are properly protected by means of a firewall and commercial antivirus software.

### Data sharing

I do not share your data with third parties. The only exceptions are public authorities with which I am legally obliged to share data. For example, for my returns for VAT and Intra-Community Supplies.

### Complaints

If you do not agree with the way I handle your data, you can file a complaint with the Dutch Data Protection Authority.

## **Requesting permission**

If I do not have legal permission (or even the obligation) to process your data, I will always ask for your permission. I do this the first time I have contact with you. That is also stated in my General Terms and Conditions.

## **Withdrawal of consent**

You may withdraw your consent to the processing of your data at any time. I will then delete your data immediately. However, I will then no longer be able to carry out assignments for you.

## **Accessing data**

You can ask me at any time what data I have stored about you. I will then respond as quickly as is feasible for me.

## **Amending data**

You can ask me to amend your data at any time. I will then realise this as soon as is feasible for me – usually the same day or the next day, unless this falls on a weekend, public holiday, during a period of illness or other form of absence.

## **Deletion of data**

You can ask me to delete your data at any time. I will respond to this as soon as is feasible for me – usually the same day or the next day, unless this falls on a weekend, public holiday, during a period of illness or other form of absence. However, I will then no longer be able to carry out assignments for you. When I actually delete your data depends on any legal requirements. For example, if I have carried out an assignment for you, but have not yet reported the earnings from it to the tax authorities. Or if the tax assessment for the year in which I carried out the assignment is not yet final. In the meantime, however, I will no longer process your data, other than for the relevant statutory purpose.

## **Taking data with you**

If you want to switch to another supplier, you can ask me to provide you with all the data I have about you, so that you can take it with you to that new supplier.

## **Automatic processing**

Your data will not be processed automatically, but only manually, by me personally.

## **Contact details of the person responsible for privacy and data protection**

The person responsible for privacy and data protection in my business is myself: Anja Tjallema. My contact details are the same as those of my business (see above).