

This privacy statement declares how *Synquity*, located at Ganzenwei 235, 2361 XE Warmond, is processing your personal data.

**Contact details:**

<https://www.synquity.com>

*Synquity*

Ganzenwei 235, 2361 XE Warmond, The Netherlands

The *Synquity* Data Protection Officer of can be reached at [info@synquity.com](mailto:info@synquity.com)

**Personal data that we process**

*Synquity* processes your personal data because you use our services and / or because you provide them yourself. Below is an overview of the personal data we process:

- First Name
- Last Name
- Email address
- Organization
- Role

**Special and / or sensitive personal data that we process**

Our website and / or service does not intend to collect data about website visitors who are younger than 16 years. Unless they have permission from parents or guardians. However, we cannot check if a visitor is older than 16. We encourage parents to be involved in the online activities of their children, in order to prevent data about children being collected without parental consent. If you are convinced that we have collected personal information about a minor without this consent, please contact us via [info@synquity.com](mailto:info@synquity.com) and we will delete this information.

**For what purpose and on what basis we process personal data**

*Synquity* processes your personal data for the following purposes:

- Sending our newsletter and / or advertising brochure
- To email or contact you, as may be necessary, to carry out our services
- To inform you about changes to our services and products

**Automated decision-making**

*Synquity* does not make decisions based on automated processing on matters that can have (significant) consequences for people. This concerns decisions taken by computer programs or systems, without involving a person (for example, an employee of *Synquity*). *Synquity* uses the following computer programs or systems:

- MailChimp is used for mailing newsletters
- Google Forms collects email contact data via the website, as submitted by the reader who willingly provides this information

### **How long we store personal data**

*Synquity* does not store your personal data longer than is strictly necessary to achieve the purposes for which your data is collected. Data is retained whilst a user is subscribed to the newsletter service and deleted when a user selects to be unsubscribed. Data will also be deleted on request from any user.

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

*Synquity* 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 any company that processes your data under our instruction, we enter an agreement to ensure the same level of security and confidentiality is retained concerning your data. *Synquity* remains responsible for these processes.

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

*Synquity* uses only technical and functional cookies and 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 with this. You can opt out of cookies by setting your internet browser so that it does not store cookies. In addition, you can also delete all information previously saved via the settings of your browser.

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

You have the right to view, correct or delete your personal data. In addition, you have the right to withdraw your consent to the data processing or to object to the processing of your personal data by *Synquity* and you have the right to data portability. This means that you can submit a request to us to send the personal information we have in our computer file to you or another organization mentioned by you. You can send a request for access, correction, deletion, data transfer of your personal data or request for cancellation of your consent or objection to the processing of your personal data to [info@synquity.com](mailto:info@synquity.com).

To ensure that the request for access has been made by you, we ask you to send a copy of your ID with the request. Please blacken your passport photo, the machine-readable zone (the strip with numbers at the bottom of the passport), passport number and social security number (or other country identification) to protect your privacy. We will respond as quickly as possible, but at least within four weeks, when submitting such a request.

*Synquity* also wishes to point out 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 we protect personal data**

*Synquity* takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you are under the impression that your data is not secure or that there are indications of abuse, please contact our customer service or via [info@synquity.com](mailto:info@synquity.com)