

## **Privacy Statement Syntax Solutions**

*\*This is a translated version of Syntax Solutions' Privacy Statement (Privacyverklaring) from Dutch to English. Please note that only the Dutch version carries legal force. Syntax Solutions is not responsible for the English translation.*

This is the privacy statement of M. Myatt, operating under the name of Syntax Solutions, hereinafter: SS. SS is registered with the Dutch Chamber of Commerce under number 75257882 and is located at Johannes Rutgersstraat 13 (6836 HH) in Arnhem, the Netherlands. This document explains how SS deals with the processing of your personal data. When processing your personal data, SS exercises the greatest possible care.

### **Acquisition of personal data:**

If you use SS services, you provide personal data to SS, or personal data from you is obtained in the context of the agreement. Personal data means all data relating to identified or identifiable natural person.

### **Categories of personal data**

SS processes the following categories of personal data:

- Contact as well as name and address (name, address, and domicile location) data;
- Company details;
- Financial data;
- Other personal data provided by you.

### **Purpose of processing**

The personal data that is processed by SS is used to:

- Contact you to inform you about the services you have purchased and their implementation;
- Perform the services;
- Improve the service;
- Execute payments;
- Fulfill legal obligations;
- Do marketing and communications;
- Improve the website through analyzing visitor behavior on the website;
- Send newsletters;
- Exchange data with third parties for the execution of the service.

### **Basis of processing**

Processing personal data is only possible on the basis of the following accounting policies:

(i) legal obligation, (ii) implementation of any agreement, (iii) obtained (express) consent of those involved, and (iv) justified interest. Personal data is processed when SS provides services. SS only processes data that SS deems necessary for (improving) service and carefully handles (personal) data they have collected about you and your use of the services. The basis for processing this data is the agreement that you have entered into with SS. Personal data can also be processed by visiting the website <https://www.syntaxsolutions.net/> if you have given permission for this.

### **Necessary processing**

The processing of your personal data is necessary to execute services. The services that SS offers cannot be fully implemented without the processing of your personal data. If your explicit permission is required for specific purposes with regard to personal data, you need to give permission for this separately.

## **Automated decision making**

There is no use of automated decision-making.

## **Storage period**

The personal data processed by SS is kept in accordance with the relevant laws and regulations. If a longer retention period is necessary on the basis of laws or regulations, the personal data will be kept in accordance with these requirements. All (obtained) personal data is not stored longer than strictly necessary.

## **Processing by third parties**

SS only shares personal data with third parties if this is strictly necessary for the implementation of an agreement and to comply with relevant laws and regulations. No personal data is sold. A legal obligation can be placed on SS to share personal data with third parties. If personal data is shared with third parties, processor agreements are concluded for this. The third parties with which personal data are shared are:

- The payment provider for the implementation of an agreement. The categories of personal data that is processed are financial data.
- The bookkeeper, for the purpose of implementing an agreement. The categories of personal data processed are contact and name and address data and financial data.
- Software suppliers, for the implementation of the agreement. The categories of personal data that are processed are the location data and contact as well as name and address data.
- Website manager, for the purpose of implementing the agreement. The categories of personal data that are processed are the location data and contact as well as names and address data.
- Third parties engaged by SS, for the implementation of the agreement. The categories of personal data that are processed are contact as well as name and address data.

## **Security / protection of personal data**

SS takes protection of your personal data seriously and takes in this regard appropriate technical and organizational measures to ensure a security level aligned with the risk, taking into account the state of the technique, implementation costs, as well as with the nature, extent, context and the processing purposes and in terms of the probability and severity of different risks for the rights and freedom of persons.

## **Younger than 16 years old?**

If you are a minor, so younger than 18 years old, you can only give permission to process your personal data with permission from one of your parents or legal guardian. It is then important that your parent(s) or your guardian read this statement. They can also exercise the rights that you have with regard to the personal data that you leave with us, such as the right to refuse the (further) processing of your personal data or the right to inspection and correction of your data.

## **Disclaimer**

By using the website you agree to the disclaimer. SS reserves the right to change the content of its website and / or this disclaimer at any time without informing its customers and / or users of the website about this change. The content of the website has been compiled with the greatest possible care, but can nevertheless contain possible inaccuracies or be incomplete. SS does not accept any liability for damage caused by or arisen from the use of the website. Using this website comes entirely at the expense and risk of the user of the website. No rights can be derived from the content of the website. All texts on the website are protected by copyright and owned by SS to the extent that they do not belong to third parties.

## **Cookie Statement**

SS uses technical and functional cookies to optimize the website. Cookies are small text files that are sent upon visiting a website to make the user experiences of visitors more efficient. SS may, according to the law, save cookies on your device if these cookies are strictly necessary to use the website. Your permission is required for other types of cookies. We recommend that you accept cookies in order to facilitate user-friendliness of the website. Visitors to the website have a check in possibility.

The cookies that SS uses are functional cookies: these cookies ensure that the website works properly. These cookies have no consequences for privacy so that no permission has to be requested and granted. With these cookies, for example, your browser settings are saved so that our website can be viewed optimally, or that the website remains accessible (load balancing). There can also be cookies that ensure that no other cookies may be placed (no-follow).

With your permission we place " tracking cookies " on your computer. We use these cookies to keep track of which pages you visit in order to build a profile of your online behavior. This profile is not linked to your name, address, email address and the like, but only to adjust ads to your profile so that they are as relevant as possible for you.

On the SS website, Cookies from Google will also be placed for the benefit of Google Analytics. This means that SS cannot link information to a natural person. We do not receive information regarding what you do on the internet. Google Analytics may be obliged to inspect this data on the basis of applicable laws and regulations. If you have any questions about this, please contact [info@syntaxsolutions.nl](mailto:info@syntaxsolutions.nl).

## **Social media use**

SS uses third-party cookies to optimize the website. Some cookies that are displayed on the website are placed by third-party services. With third parties, Google Analytics and Social Media (LinkedIn, Facebook, Twitter, YouTube) is meant. The privacy and cookie policy of the relevant company applies to the use of cookies from other companies (third parties). When you click on the Social Media Button, a social media cookie is placed. This allows the social media party to recognize your IP address once you share an article from the website. For the cookies of social media parties and the data and / or personal information they collect with this, SS refers to the privacy and cooking declarations of these parties.

## **Browser settings**

If you do not want websites to place cookies on the device with which you view the website, you can adjust your browser settings. Before a cookie is placed, you will receive a warning and you must give permission for the cookie. Not giving permission, for example, may result in the website functioning less optimally. You can adjust the settings of your browser so that your browser refuses all cookies and also the cookies of third parties. You can also delete placed cookies. To do this, you must adjust the settings of your browser via preferences and then you can adjust the privacy settings.

This privacy statement does not apply to third-party websites that are connected to this website by means of links. We cannot guarantee that these third parties deal with your personal data in a reliable or safe manner. We recommend that you read the privacy statement of those websites before using those websites.

## **The right of stakeholders**

As the person concerned, you have the following rights:

- Entitlement to inspection;

As the person concerned, you have the right to obtain a definitive answer as to whether or not your personal data is being processed and, if so, to inspect the processing thereof.

- Right of rectification;

You have the right to obtain rectification and completion of incorrect data.

- Right to data clearing;

Without an unreasonable delay, a person concerned can demand clearing of his / her personal data.

- Right to limitation of processing;

As the person concerned, you have the right to limit the processing of your personal data. Contact SS for this.

- Right to data transferability;

A person concerned has the right to obtain the personal data he provides to SS, in a structured, common and machine-readable form, and also to transfer this data to SS without being hindered by the processing manager to whom they were provided

- Right of objection;

The person concerned has the right at all times to object to the processing of personal data on the basis of those provisions due to its specific situation. SS ceases the processing of personal data unless there is mandatory legitimate grounds for processing that weigh heavier than the interests, freedoms and rights of the person concerned related to the exercise of institution or substantiation of a legal claim.

## **Complaint**

If you have a complaint about how SS deals with your personal data, or wish to exercise one of the aforementioned rights, you can contact us via the website or by e-mail via [info@syntaxsolutions.nl](mailto:info@syntaxsolutions.nl). To ensure that you wish to exercise a right, ss requests you to send a copy of your proof of identity. You can black out your passport photo and MRZ (strip with numbers below) to protect your privacy. SS will respond to your request as soon as possible, but no later than 4 weeks. You can also submit a complaint to the Personal Data Authority. This is the authorized enforcement authority. You can contact them via this link:

<https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>.

## **Changes Privacy Statement**

SS can modify the privacy statement at any time. The most recent version is published on the website. Therefore, always keep an eye on the website for the most recent version. If the new privacy statement has consequences for the way in which we already collected data with regard to you, we will inform you by email.

This version was last updated on 3 June 2021.