

Privacy Statement

Niermans & Co. Paperagenturen B.V., established at Raadhuisplein 48, 1902 CA, Castricum, is responsible for the processing of personal details, as set out in this privacy statement.

Contact details:

Niermans & Co. Paperagenturen B.V.

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<https://www.niermans.nl/>

Loek van den Berg is the Data Protection Officer of Niermans & Co. Paperagenturen B.V. He can be reached via info@niermans.nl.

Personal details that we process

Niermans & Co. Paperagenturen B.V. process your personal details when you make use of our services and/or if you provide them to us yourself. Below, you can find an overview of the personal details we process:

- First name and surname
- Address details
- Telephone number
- Email address

Exceptional and/or sensitive personal details we process

Our website and/or service does not intend to collect details about website visitors under the age of 16 years old. Unless they have been given permission by their parents or guardian(s). We are, however, not able to check whether a visitor has reached the age of 16 years old. Therefore, we recommend parents to engage with the online activities of their children, in order to prevent that details about their children are being collected without parental permission. If you are convinced that we have gathered personal details of minors without the aforementioned consent, then please contact us via info@niermans.nl, after which we will promptly remove this information.

The purpose for and the basis on which we process personal details

Niermans & Co. Paperagenturen B.V. process your personal details for the following purposes:

- The handling of your payment
- To be able to reach you by telephone or email in order to perform our services
- To inform you about modifications in our services and products
- To be able to deliver goods and services to you
- Niermans & Co. Paperagenturen B.V. also process personal details in case of a statutory duty to do so, for instance, details we require for our tax declaration.

Automated decision-making

Niermans & Co. Paperagenturen B.V. do not take decisions, based on automated processes, with regard to issues that may have (significant) consequences for private

persons. This concerns decisions that are made by computer programs or systems, without any interference of people (e.g. a Niermans & Co. Paperagenturen B.V. employee).

How long do we keep personal details

Niermans & Co. Paperagenturen B.V. will keep your personal details no longer than strictly necessary to realise the objectives that the details were collected for. We apply the following retention periods for the following (categories of) personal details:

Personal details > at least 7 years > tax-related matters

Names and particulars > at least 7 years > tax-related matters

Address > at least 7 years > tax-related matters

Etcetera > at least 7 years > tax-related matters

Sharing personal details with third parties

Niermans & Co. Paperagenturen B.V. will not sell your details to third parties and will provide them only if this is required for the performance of our agreement with you, or to comply with a statutory obligation.

We enter into agreements with companies that process your details as ordered by us, to ensure the same level of security and confidentiality of your details. Niermans & Co. Paperagenturen B.V. remain responsible for the overall processing.

Cookies, or similar techniques used by us

Niermans & Co. Paperagenturen B.V. will only use technical and functional cookies. In addition, we use analytical cookies that do not breach your privacy.

A cookie is a small text file that will be stored on your computer, tablet or smartphone when you first visit this website. The cookies we use are necessary for the technical functioning of the website and for your convenience.

They ensure that the website functions appropriately and, for instance, your preferred settings are remembered. We can also use them to optimise our website. You can opt out of cookies by setting your internet browser such that it will no longer store cookies. In addition, you can also remove any previously stored information from your browser via the settings.

Viewing, adjusting or removing your details

You have the right to view, correct or remove your personal details. In addition, you have the right to withdraw any permission for the processing of your details or to object against the processing of your personal details by Niermans & Co.

Paperagenturen B.V. and moreover you have the right of data transferability.

This means that you can request us to send the personal details we have of you in a computer file, to yourself or some other organisation, named by you. You can send a request for access, correction, removal, transferring of your personal details or a request for withdrawal of your permission or an objection to the processing of your personal details to info@niermans.nl.

In order to make sure that the request for access was actually done by you, we will ask you to send a copy of your proof of identity along with your request. In this copy

you should black out your photograph, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), identification document number and National Insurance Number (Ni). This to protect your privacy.

We will reply to your request as soon as possible, but within four weeks at the latest. Niermans & Co. Paperagenturen B.V. would also like to point out that you have the possibility to file a complaint to the national regulator, the Personal Data Authority.

This can be done using the following link: <https://autoriteitpersoonlijkdetails.nl/nl/contact-met-de-autoriteit-persoonlijkdetails/tip-ons>

How do we protect personal details

Niermans & Co. Paperagenturen B.V. takes the protection of your details very seriously and takes appropriate measures in order to prevent misuse, loss, unauthorised access, accidental disclosure and unauthorised changes. If you are of the opinion that your details are not adequately protected or if there are indications of misuse, then please contact our customer service or contact us via info@niermans.nl.