



## TOGETR PRIVACY STATEMENT

version 2018

### Contact Details

Togetr Concepts  
Lunet 6B  
3905 NW Veenendaal

With regard to privacy and data processing, please contact our Data Protection Officer via

Email: dpo [at] togetr.nl

Phone number: +31 (0)318 70 10 16

Togetr Concepts is responsible for the processing of personal data as indicated in this privacy statement.

### Personal data we process

Togetr Concepts processes your personal data because you make use of our services and/or because you have provided us with these data yourself. Below you find an overview of the personal data we process:

- First name and last name;
- Company data;
- Phone number;
- Email address;
- Emails sent to us;
- Visitor behaviour on our website [www.togetr.nl](http://www.togetr.nl);
- Other personal data you actively provide, for instance by filling in a form with questions on our website, in correspondence and by phone.

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

Our website and/or service has no intention of collecting data about website visitors who are under 16 years, unless they have permission from a parent or guardian. However, we cannot check whether a visitor is aged over 16 years. Therefore, we encourage parents and guardians to be involved in the online activities of their children, to prevent the collection of data about children without parental consent. If you are convinced we have collected personal data about a minor without your consent, please contact us via dpo [at] togetr.nl, and we will delete this information.

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

Togetr concepts processes your personal data for the following purposes:

- To send our newsletter and/or other communications.
- To contact you by phone or email, if this is necessary to perform our services.

- To inform you about changes to our services and products.
- To analyse behaviour on our website in order to improve the website, and to match our range of products and services to your preferences.

### **Automated decision-making**

Togetr Concepts does not make decisions based on automated processing about issues that may have (considerable) consequences for persons. This concerns decisions made by computer programmes or systems, without human intervention (i.e. a Togetr Concepts employee).

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

Togetr Concepts stores your personal data no longer than is strictly necessary to achieve the purposes for which your data is collected. Below you find the storage periods we use for the following (categories of) personal data:

<b>Category</b>	<b>Storage period</b>	<b>Reason</b>
Contact data in website database: - Name and address details - Email address - Phone number - Company	5 years after 'last time seen'	If you do not open our emails and/or do not visit our website, you are automatically added to a list of 'contacts with low engagement'; we delete contacts if they have been on this list for five years.
User behaviour data in our website database: - opened emails - visited pages - completed website forms	5 years after 'last time seen'	If you do not open our emails and/or do not visit our website, you are automatically added to a list of 'contacts with low engagement'; we delete contacts if they have been on this list for five years.
Email correspondence in contact with you as supplier or customer	Unlimited	We store all email data in our CRM system; these data have been collected in projects, transactions and the like, if and when this information is needed cannot be foreseen.

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

Togetr Concepts only discloses data to third parties when this is necessary to carry out our agreement with you or to comply with a legal obligation.

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

Togetr Concepts only uses 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 our 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 your preferences, for example. With them we can also optimise our website. To opt out of cookies, set your internet browser so it no longer stores cookies. In addition, you can also delete all information that has been previously stored, via the settings of your browser.

### **Access, correction, and deletion of data**

You have the right to inspect, correct or delete your personal data. In addition, you have the right to withdraw your consent for data processing or to object to the processing of your personal data by Togetr Concepts and you have the right to data portability. This means you can submit a request to us to send the personal data we have collected about you in a computer file to you or to an organisation indicated by you. You can send a request to access, modification, deletion, transfer of your personal data, or a request to withdraw your consent or your objection to the processing of your personal data to dpo [at] togetr.nl. To ensure that the request to access has been done by you, we ask you enclose a copy of your ID with the request. Please black out in this copy your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and personal number, to protect your privacy. We respond to your request as soon as possible, but within four weeks. Togetr Concepts wishes to point out that you have the option to file a complaint with the national supervisory authority, the Dutch Data Protection Authority. You can do so via the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

### **How we protect personal data**

Togetr Concepts takes the protection of your data seriously and takes all appropriate measures to prevent misuse, loss, unauthorised access, unwanted disclosure, and unauthorised modification. If you suspect that your data is not properly protected, or there are indications of misuse, please contact us via our phone number +31 (0)318 701016 or via dpo [at] togetr.nl.