

Wonderful Words, registered at Homeruslaan 22-BS, 3581 MG Utrecht, is responsible for the processing of personal data as shown in this privacy statement.

Contact details:

Wonderful Words
Judith Florentinus
Homeruslaan 22-BS
3581 MG Utrecht
info@wonderfulwords.nl
www.wonderfulwords.nl

Personal data we process

Wonderful Words processes your personal data when you use our services and/or because you provide them to us yourself. Below is an overview of the personal data we process:

- First and last name
- Gender
- Date of birth
- Place of birth
- Address details
- Telephone number
- Email address
- IP address
- Other personal data that you actively provide in correspondence and by telephone
- Location data
- Data about your activities on our website

Specific and/or sensitive personal data we process

Wonderful Words processes the following specific and/or sensitive personal data about you, as part of an assignment you have provided:

- Race
- Religion or belief
- Political preference
- Sexual orientation
- Trade union membership
- Health
- Criminal record
- Data of persons younger than 16 years
- Citizen service number (BSN)
- Biometric data
- Genetic data

For what purpose and on what basis we process personal data

Wonderful Words processes your personal data for the following purposes:

- To call or email you if necessary to perform our services
- To inform you about changes to our services and products
- To deliver goods and services to you
- Processing your payment
- Sending our newsletter
- Wonderful Words analyses your behaviour on the website to improve the website and to tailor the range of products and services to your preferences
- Wonderful Words also processes personal data if we are legally obliged to do so, such as data we need for our tax return

How long we retain personal data

Wonderful Words does not retain your personal data longer than is strictly necessary to achieve the purposes for which your data is collected. We use the following retention periods for the following (categories of) personal data:

- General personal data: 6 months after the end of the business relationship
- Specific personal data and business information: 4 weeks after delivery of the translation or text

Sharing personal data with third parties

Wonderful Words does not sell your data to third parties and only provides it if necessary for the performance of our agreement with you or to comply with a legal obligation. With companies that process your data on our behalf, we enter into a data processing agreement to ensure the same level of security and confidentiality of your data. Wonderful Words remains responsible for these processes.

Cookies or similar techniques

Wonderful Words only uses technical and functional cookies, and analytical cookies that do not infringe on 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, for example, remember your preferred settings. We also use these to optimise our website. You can opt out of cookies by setting your internet browser so that it no longer stores cookies. In addition, you can also delete all information previously stored via your browser's settings.

Viewing, modifying or deleting 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 Wonderful Words, and you have the right to data portability. This means that you can submit a request to us to send the personal data we have about you in a computer file to you or another organisation mentioned by you.

You can send a request for access, correction, deletion, data transfer of your personal data or request to withdraw your consent or objection to the processing of your personal data to judith@wonderfulwords.nl.

To ensure that the request for access has been made by you, we ask you to send a copy of your identity document with the request. Make your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and Citizen service number (BSN) black in this copy. This is to protect your privacy. We will respond to your request as quickly as possible, but within four weeks.

Wonderful Words would also like to point out that you have the possibility 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/en/submitting-a-tip-off-or-a-complaint-to-the-dutch-dpa>

How we secure personal data

Wonderful Words takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorised access, unwanted disclosure and unauthorised modification. If you have the impression that your data is not properly secured or there are indications of abuse, please contact judith@wonderfulwords.nl