

Privacy Statement

Last update: January 14, 2019

Congres Bureau Friesland, located at de Dobbe 3c, 9022 BE in Mantgum, The Netherlands, is responsible for the processing of personal information as set forth in this Privacy Statement. We are fully aware that the protection of the privacy of our clients and visitors to our website is of major importance for our activities. Personal information of our clients and visitors is therefore also handled and protected with utmost care and security.

Congres Bureau Friesland therefore adheres to the requirements set forth in the Dutch General Regulation for Information Protection (Algemene Verordening Gegevensbescherming, AVG) and other privacy legislation. The responsible party for information processing regarding the website is Congres Bureau Friesland.

In relation to this Privacy Statement, you can reach us by means of the following contact information:

www.congresbureaufriesland.nl

De Dobbe 3c
9022 BE Mantgum
The Netherlands
058- 250 20 21

Jant van Dijk is the contact person for personal information protection for Congres Bureau Friesland. She can be reached at: jant@congresbureaufriesland.nl.

We process personal information

Congres Bureau Friesland processes your personal information because you use our services (client), or because you are a supplier or because you provided this information to us when you registered for a congress, event, symposium or other meeting (registrant).

The details about you are information such as contact details and/or expressed interests. Congres Bureau Friesland uses this information for the execution and the completion of the specific agreement, for our other services or for internal business management, and to keep customers informed about (new) products and services of Congres Bureau Friesland. Your information can also be made available to carefully selected third parties, but never without your explicit permission.

Below you will find a list of kinds of personal information that we process:

- Contact data (NAW) of the client, supplier or registrant
- Company of the registrant
- Function of the registrant
- Email address of the client, supplier or registrant
- Dietary wishes of the registrant
- Specific/special information desired by the client

- When needed in connection with our services, your bank account number and any other payment details
- Chamber of Commerce number (Kamer van Koophandel or KvK.)
- Information about your activities on our website and IP-address

Your email address

When you entered your email address, for example by filling in the form on our website for receiving more information about our services, it can also be used for informing you as a client about relevant and interesting similar products and services of Congres Bureau Friesland. When you no longer wish to receive these mailings, you can sign out at any time. You may also have agreed that your email address will be used for incidental sending of information which is relevant for you, regarding products, offers and activities from and by Congres Bureau Friesland.

Purposes for and basis of our use of personal information

We use the personal information that you provide to us, to contact you when needed, for example, to answer a question. We process this personal information because it is necessary for the promotion of our legitimate interest, namely the importance of being able to provide our services and to obtain new orders.

Congres Bureau Friesland processes your personal information for the following purposes:

- To send you a proposal or offer.
- To handle your invoice and payment. We only use the payment details that you provide to make an invoice for our services in connection with the agreement you sign with us.
- To invite you for a congress, symposium, event or other meeting and to maintain a registry of participants.
- For the execution of the agreement signed with you.
- To send you a confirmation for a congress, symposium, event or other meeting.
- To call or email you when this is needed to execute our services.
- To inform you about changes in our services and products.
- To deliver goods and services.

How long we keep personal information

Unless another term has been agreed upon, we keep the personal information of clients and relations as long as needed for the purposes mentioned above or to comply with legal (storage) obligations.

Administration

We keep our administration, which includes invoices and other documents which contain personal information of parties for a period of seven years after the end of a financial year, in order to comply with fiscal retention requirements.

Other personal information

We keep other personal information for a period of one year after the last contact, unless you ask us to delete this information before this time.

Sharing of personal information with third parties

Congres Bureau Friesland does not sell your personal information to third parties and will only provide the information when needed to fulfil our agreement with you or to comply with a legal obligation. We sign a processor agreement with companies that work with your information on our order, to keep the same level of security and confidentiality of your information. Congres Bureau Friesland remains responsible for these processes.

Viewing, adjusting or deleting of information

You have the right to view, correct or delete your personal information. In addition, you have the right to withdraw your permission for the processing of your information by Congres Bureau Friesland and you have the right to request that we send the personal information we have from you to you or to another person or company that you designate as an electronic file.

Your request to view, correct, delete or transfer information or your request to withdraw your permission for processing your personal information, may be sent to jant@congresbureaufriesland.nl. We will respond as soon as possible.

How we protect personal information

We have suitable technical and organizational security measures to protect your personal information from loss, misuse and unauthorised access by third parties. Furthermore, we require our ICT provider to take suitable technical and organizational protection measures as well. Congres Bureau Friesland takes the protection of your information seriously and executes suitable measures to prevent loss, misuse, unauthorised access, unwanted disclosure and unauthorized modification.

If you believe that your information is not being well protected or if there is evidence of misuse, you can contact us via jant@congresbureaufriesland.nl

Changes

There may be changes in the kinds of personal information that we process or in the applicable regulations. In this case, we can amend this Privacy Statement. When there are major changes, we will announce them on our website and send you an e-mail to inform you.