

## ATC Communication privacy policy

In our Privacy Policy we use a number of definitions (these definitions can be used in singular and plural):

Cookie: a small file that is placed on (the IP address of) your computer via an internet site and records information about your visit to the ATC-Communication internet site;

Regulations: this privacy regulation; Privacy legislation: Personal Data Protection Act (from May 25, 2018: the General Data Protection Regulation).

### **1. Explanation of the Rules**

ATC-Communication can not simply process the information you provide to it. The Privacy Act is intended to protect the privacy of individuals. This legislation restricts the permitted use of your personal data by others. Pursuant to this Act, ATC-Communication has the duty to its customers:

- to be informed of the way in which and the purpose with which data are processed by ATC-Communication;
- to report who can view the data;
- request permission to process certain data. ATC Communication finds your privacy important. That is why ATC-Communication provides in these Regulations an explanation of how it deals with your data, the purpose of their use and the processing of which data ATC-Communication must explicitly ask for your permission.

### **2. The personal data that ATC-Communication uses and the purpose of the use**

ATC-Communication processes (possibly) your personal data if you become or are a customer of ATC-Communication, visit the website, create a profile on the online, sign up for newsletters from ATC-Communication, via the contact form or by e-mail contact us. ATC-Communication collects your name, address, telephone number and e-mail address. When you upload an ID for the LPE, ATC-Communication also processes this passport photo. This data allows us to:

- to deal financially and administratively with the agreement that clients conclude with ATC-Communication;
- to be able to deliver our services;
- to fulfill our obligations as an employer;
- to reach customers or interested parties if necessary; • further develop / optimize our services.

### **IP addresses / cookies**

ATC-Communication does not keep IP addresses.

### **3. Providing personal data to third parties**

ATC-Communication does not provide personal data to persons or companies outside the ATC-Communication organization, unless:

- that is required by a statutory regulation;
- that is necessary for the execution of an agreement concluded by ATC-Communication with you;
- you have given permission for this.

### **4. Duties / secure access / confidentiality / storage period**

- ATC-Communication only processes your personal data in accordance with the law. This means (among other things) that the data are only processed for the purpose for which they are obtained and in a proper / careful manner in accordance with the law and these Regulations.
- your personal data can only be viewed by ATC-Communication staff, unless otherwise stated in these Regulations. All your personal data are protected by ATC-Communication against unauthorized access. Security consists of:
  - from having a personal password for each employee to log into the digital system.
  - the employees of ATC-Communication have a confidentiality obligation with regard to all personal data provided to ATC-Communication;
  - ATC-Communication has taken technical measures to protect the system used by it against outside breaches in accordance with the law;
  - your personal details are not kept longer than is necessary for good administration. ATC-Communication applies a period of two years after the last purchase / order / invoice, after which the data is destroyed. The law may prescribe another retention period. If so, ATC-Communication will comply with the prescribed statutory retention period.

### **5. Your rights as a data subject**

- right to information: the right to know whether and which personal data of you are processed and for what purpose;
- right to perusal: the right to inspect and copy this data insofar as the privacy of another party is not harmed thereby;

- the right to correct, supplement or delete data if necessary (right to correction and deletion). The right to request (partial) removal of your data can only be met if the retention of the data for another is not of considerable importance and the data must not be kept on the basis of a statutory regulation;
- the right of objection: the right to oppose the processing of your data in certain cases.

If you want to use your rights, you can send an email to [info@atc-comm.com](mailto:info@atc-comm.com).

Even if you have a complaint about the processing of your personal data, you can contact ATC-Communication and ATC-Communication will try to get along with you.

Do you have a (different) comment / question / suggestion? You can also contact us for this. Naturally, ATC-Communication will also handle the personal data provided confidentially and with due care.

Our current contact details can be found on the website of ATC-Communication.

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