

Privacy Regulations KiM Translations

In our Privacy Regulations we use several definitions (these definitions may be used in singular or plural form):

Regulations: these Privacy Regulations;

Privacy Legislation: Dutch Personal Data Protection Act (starting from 25 May 2018: The General Data Protection Regulation).

1. Explanation of these Regulations

KiM Translations is not allowed to just process the information you provide. The Privacy Legislation is meant to protect people's privacy. Due to this legislation, the authorized use of your personal data by others is limited. Based on this act, **KiM Translations** is obliged to:

- inform its clients of the way in which and the purpose for which data is processed by **KiM Translation**;
- to inform its clients about who is able to access the data;
- to ask its clients for their permission to process certain data.

KiM Translations attaches great importance to your privacy. That is why in these Regulations, **KiM Translations** elaborates how your data is handled, what the purpose is of using your data, and for the processing of which data **KiM Translations** must explicitly ask for your permission.

2. The personal data KiM Translations uses and the purpose of this use

KiM Translations (might) process your personal data if you are or if you become a client of **KiM Translations** or if you contact us through the contact form. **KiM Translations** collects your name, address, telephone number, bank account number and email address. This information enables us to:

- process the agreements clients enter into with **KiM Translations** financially and administratively;
- provide our service;
- reach clients or interested persons if necessary;
- further develop/optimize our service.

3. Provision of personal data to third parties

KiM Translations does not provide personal data to persons or companies outside the **KiM Translations** organisation, unless:

- this is mandatory due to a statutory regulation;
- this is necessary for the execution of an agreement **KiM Translations** has entered into with you;
- you have given your permission to do so.

4. Obligations/secured access/confidentiality/retention period

- **KiM Translations** only processes your personal data in accordance with the law. This (among other things) means that the data is only processed for the purpose for which it is acquired and in a decent/careful way, in accordance with the law and these Regulations.
- your personal data can only be accessed by people who work for **KiM Translations**, unless determined otherwise in these Regulations. **KiM Translations** secures all your personal data against unauthorised access. This security consists of:
 - having a personal password for every person who works for **KiM Translations** to log in to the digital system.
 - the persons who work for **KiM Translations** have a confidentiality obligation with regard to all personal data provided to **KiM Translations**;
 - **KiM Translations** has taken technical measures to secure the system that is used from outside offenses in accordance with the law;

- your personal data is not saved for longer than it is necessary for a proper administration and/or other determined purposes. The law may prescribe a different retention period. In this event, **KiM Translations** will honour the prescribed legal retention period.

5. Your rights as a person concerned

- right to information: the right to know if and which of your personal data is being processed and for which purpose;
- right of access: the right to access and to receive a copy of your data, for as far as this doesn't invade someone else's privacy;
- the right to correct, supplement or remove data, should this be necessary (right of rectification and erasure). The right to request a (partial) erasure of your data can only be met if saving the data is not of significant importance to someone else and if the data does not need to be kept in virtue of a statutory regulation;
- the right to object: the right to – in certain cases – object to the processing of your data;
- the right to data portability: the right to receive the personal data that is saved from you, so you can transfer this data to another organisation;
- the right to a human view, in case of automated decisions. In case of an automated decision the right exists to have this decision taken by human intervention.

If you would like to use your rights, you can let us know through an email to info@kimtranslations.nl.

If your request is rejected, we will explain to you why. A reason could be that your file contains information that is or that could be important to other people. You will receive a response from **KiM Translations** within one month after we have received your request.

Should you have a complaint about the way we process your personal data you can also contact **KiM Translations**. Together with you, **KiM Translations** will try to come to a solution.

Do you have a (different) remark/question/suggestion? Please feel free to contact us.

Naturally, **KiM Translations** will handle the personal data you provide us with in this context with care and confidentiality as well.

Our current contact information can be found on the **KiM Translations** website.

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