# **Privacy Policy**

# **Privacy Policy Capi Europe BV**

Capi Europe BV Capi Europe BV, located at Asteriastraat 17-19 5047 RM Tilburg, the Netherlands, is responsible for the processing of personal data as reflected in this privacy statement.

Effective date: 25-05-2018

We care about your privacy. We therefore only process data we need for (improving) our services and treat the information we have collected about you and your use of our services with care. We never make your data available to third parties for commercial purposes.

#### Contact details:

Elvira Dorssers
Capi Europe BV
Asteriastraat 17-19
5047 RM Tilburg, the Netherlands
+31 13 511 50 50 | info@capi-europe.com

# Personal data we process

Capi Europe BV processes your personal data because you use our services and/or because you provide these data to us yourself. Below is an overview of the personal data we process:

- First and last name
- Telephone number
- E-mail address
- IP address
- Other personal data that you actively provide, for example by creating a profile on this website, in correspondence and by telephone
- Location data, provided consent is given
- Data about your activities on our website
- List of customer contact details via an app
- Internet browser and device type

# Special and/or sensitive personal data we process

Our website and/or service does not intend to collect data on website visitors who are under 16 years of age. Unless they have permission from parents or guardians. However, we cannot check whether a visitor is older than 16. We therefore advise parents to be involved in their children's online activities to avoid collecting data on children without parental consent. If you are convinced that we have collected personal data about a minor without such consent, please contact us at info@capi-europe.com and we will delete this information.

# Cookies, or similar techniques, that we use

Error: The domain WWW.CAPI-EUROPE.COM is not authorised to show the cookie declaration for domain group ID bce9e6c4-82ce-4c2e-876d-98fa425bd184. Please add it to the domain group in the Cookiebot Manager to authorize the domain.

# Privacy Policy

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

Capi Europe BV processes your personal data for the following purposes:

- Sending you our newsletter and/or advertising folder
- Calling or e-mailing you if necessary to provide our services
- Informing you about changes to our services and products.
- Capi Europe BV also processes personal data if we are legally obliged to do so, such as data we need for our tax return.

Capi Europe BV does not retain your personal data longer than is strictly necessary to achieve the purposes for which your data is collected.

# Sharing personal data with third parties

Capi Europe BV does not sell your details to third parties and will only provide these details to third parties if this is necessary for the execution of our agreement with you or to comply with a legal obligation. We conclude a processor agreement with companies that process your data on our behalf to ensure the same level of security and confidentiality for your data. Capi Europe BV remains responsible for this processing.

#### **Mailchimp**

Capi Europe BV uses Mailchimp to send newsletters. Mailchimp will never use these data for its own purposes. At the bottom of every e-mail sent automatically, you will find an 'unsubscribe' link. If you use this, you will no longer receive our newsletters. MailChimp uses cookies and other internet technologies that provide insight into whether emails are opened and read. MailChimp reserves the right to use your data to further improve its service and to share information with third parties as part of this.

# Website management/ Wordpress

Our website is developed by our web builder using software developed by Wordpress. Personal data that you make available to us for the purpose of our services are shared with this party. Our web builder and Wordpress have access to your data to provide us with (technical) support and to forward contact forms to Capi Europe BV, they will never use your data for any other purpose. Based on the agreement we have with them, our web builder is obliged to take appropriate security measures. In addition, your visit to our website is secured by an SSL certificate. This means that your connection to the Capi Europe BV website is private. You will recognise this security by the green lock in front of the URL.

#### How we secure personal data

Capi Europe BV takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorised access, unwanted disclosure and unauthorised modification. If you feel that your data is not properly secured or there are indications of misuse, please contact our customer service or via info@capi-europe.com.

# Privacy Policy

# Viewing, correcting or deleting data

You have the right to view, correct or delete your personal data. In addition, you have the right to withdraw your possible consent to data processing or object to the processing of your personal data by Capi Europe BV and you have the right to data portability. This means that you can request us to send the personal data we hold about you in a computer file to you or another organisation named by you. You can send a request for inspection, correction, deletion, data transfer of your personal data or a request to withdraw your consent or object to the processing of your personal data to info@capieurope.com. To make sure that the request for inspection is made by you, we ask you to send a copy of your proof of identity with the request. In this copy, black out your passport photo, MRZ (machine readable zone, the strip of numbers at the bottom of the passport), passport number and Citizen Service Number (BSN). This is to protect your privacy. We will respond to your request as quickly as possible, but within four weeks. Capi Europe BV would also like to point out that you have the option of submitting a complaint to 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