PRIVACY STATEMENT GAIA CIRCULAIR B.V.

Identity of the company

GAIA Circulair B.V. is registered with the Chamber of Commerce under number: 63473828 and bears the trade name GAIA Circulair.

Contact information

We can be reached via telephone number +31 6 57766636 and e-mail-address info@gaiacirculair.com.

Personal data

Personal data are all data with which persons can be identified individually. We have taken measures to collect as little as possible personal data.

General

GAIA Circulair attaches great importance to the protection of your personal data. In this privacy statement we want to provide clear and transparent information on how we handle your personal data.

In all cases, GAIA Circulair complies with the applicable legislation and regulation, including the General Data Protection Regulation (GDPR). We are doing everything possible to safeguard your privacy and therefore we carefully handle your personal data. Amongst other things, this means that:

- we process your personal data in line with the goal for which these are provided, these goals and type of personal data are described in this privacy statement;
- processing of your personal data is limited to only those data minimal necessary for the goals for which they are processed;
- we ask for your explicit consent if we need this for processing your personal data;
- we have taken appropriate technical and organizational measures to guarantee the security of your personal data;
- no personal data will be transferred to other parties, unless this is necessary for the execution of the goals for which they are provided; this will be established in advance in the processing agreement we conclude with our customers;
- we are aware of your rights regarding your personal data, point these out to you and respect these.

As GAIA Circulair we are responsible for the processing of your personal data. If you have any questions after reviewing our privacy statement, you can contact us via the contact information on the bottom of this document.

Google Analytics

We use Google Analytics to collect visitor information. This means we gain insight into all visitors of our website. For us internally this is an instrument to see if settings and actions are functioning and what are the peak times.

We have anonymized all IP-addresses we collect via Google. This means that we do not send your full IP-address to Google Analytics. For this reason, we have no specific insight into your whereabouts.
Other data from Google Analytics cannot be traced to persons.

Opt-out for Google Analytics

If you prefer to fully block the script of Analytics you can download an opt-out plugin for Google Analytics here: https://tools.google.com/dlpage/gaoptout.

With this plugin your visit no longer counts for the statistics of all websites using Google Analytics.

Statistics on the server

We do not keep statistics on our server. We have deactivated this in consultation with the hosting party. Our hosting party keeps (limited) IP-addresses of visitors. These IP-addresses are not directly approachable via a website. Our hosting party does this from a security point of view. If an attack should take place, it is of essential importance to our hosting party to be able to trace the "perpetrator". This can only be done based on an IP-address.

Mapping website visit

We only use technical, functional cookies and analytical cookies that do not infringe your privacy. A cookie is a small text file that is registered to your computer, tablet, or smartphone during the first visit to this website. The cookies we use are necessary for the technical functioning of the website and your convenience. They ensure that the website is functioning correctly and remember for example your preferred settings. We can also optimize our website with this. You can unsubscribe for cookies by changing the settings of your internet browser so that this does not store cookies anymore. Besides you can also delete all information previously stored via the settings of your browser.

Processing of personal data of customers and our employees

Personal data of customers and our employees are processed by GAIA Circulair for the following goal(s):

- administrative goals;
- communication on orders, assignments and/or invitations;
- execution of a received order or assignment.

Principles for this processing of personal data are:

- executing the received and agreed order or assignment;
- processing of data in the administration based on legislation and regulation as part of taxes.

For the above goal(s) GAIA Circulair can ask you for the following personal data:

- business data such as first name, infix, last name, (business) telephone number, (business) e-mail address;
- general personal data such as first name, last name, address, residence, correspondence address, telephone number and e-mail address.

Your personal data will be registered by GAIA Circulair for above-mentioned processing for the duration of the agreement and after that only in the financial administration no longer than 7 years.

Processing of personal data of prospects, stakeholder-/lobby contact and/or interested
Personal data of prospects, stakeholders and/or interested are processed by GAIA Circulair for disclosure of information, directly or to a larger group via for example mailing.

Basis for the personal data: verbal permission, issuing a business card or via linking on social media. As part of the above GAIA Circulair can ask you for the following personal data:

- First name, infix, last name;
- Telephone number.
- E-mail address.

Personal data as part of above are registered by GAIA Circulair during de period in which an organization is seen as a prospect, stakeholder- /lobby contact and/or interested.

Disclosure to third parties

We can provide the data given by you to third parties if this is necessary for execution of the above-described goals.
In this way we use a third party for:

- hosting our servers;
- ticket system to execute assignments and solve questions;
- connected parties who we work with daily to be able to engage the right expertise to reach beautiful products and successful projects.

We never pass on personal data to other parties with which we do not have a processing agreement. Of course, we make the necessary agreements with these parties (processors) to safeguard security of your personal data. Further we will not provide the data as provide by you to other parties unless this is legally mandatory and permitted. An example hereof is that the police requests (personal)data as part of an investigation. In such a case we must cooperate and are therefore obliged to provide these data. We can also share personal data with third parties if you give us written permission to do so.

Within the EU

We provide no personal data to parties established outside the EU.

Minors

We only process personal data of minors (persons under the age 16) if written permission to do so is given by the parent, caretaker, or legal representative.

Storage period

GAIA Circulair stores personal data no longer than necessary for the goal for which these are provided or than is legally mandatory.

Security

We have taken appropriate technical and organizational measures to protect your personal data against illegal processing, for example we have taken the following measures:

- all persons able to gain knowledge of your data on behalf of GAIA Circulair, are obliged to maintain secrecy;
- we use a username and password on all our systems;
- we pseudonymize and ensure the encryption of personal data if needed;
- we make back-ups of the personal data to be able to restore these in case of physical or technical incidents;
- we test and evaluate our measures regularly;
- our employees are informed about the importance of the protection of personal data;
- we have applied security so only the persons necessary for a project get insight into the acquired data; other employees, who are not involved in the project, do not have access to these data.

Rights regarding your data

You are entitled to insight, rectification or removal of the personal data provided by you. You can also object to the processing of your personal data (or a part hereof) by us or by one of our processors. You also have the right to have us transfer the data provided by you to you or in assignment of you directly to another party. We can ask you to identify yourself before we are able to comply with abovementioned requests. If we are allowed to process your personal data based on your given permission, than you always have the right to withdraw this permission.

Complaints

Should you have a complaint about the processing of your personal data we ask you to contact us immediately. If we are unable to find a solution together with you, we truly apologize for this inconvenience. You always have the right to file a complaint with the Authority Personal data; this is the regulatory authority in the field of privacy protection.

Questions

In case you have any questions or remarks following our privacy statement please contact us. We are reachable via telephone number +31 6 57766636 and e-mail-address info@gaiacirculair.com .

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