## **Privacy Statement JP Translations**

JP Translations processes your personal data in accordance with the EU General Data Protection Regulation GDPR as implemented in the Netherlands in the *Algemene Verordening Gegevensbescherming AVG*. In this Privacy Statement, we indicate which personal data this concerns and for which purpose we process these data.

It concerns the following data: your surname and address, your email address and telephone number, your bank account number and VAT no (if applicable) and personal data we receive within the framework of an assignment.

JP Translations will only use your personal data for the purposes for which you have given your consent. We ask your consent at the first contact. Giving us an assignment also qualifies as consent. We need your data to send you quotations & the general terms and conditions, and to consult you about the assignment and the invoice.

If you don't agree with one of these purposes, you can withdraw your consent. Please send an email to jp@jptranslations.nl in which you state this.

We will store your data for as long as we have a business relationship with you. Your personal data will be deleted if you indicate that you no longer wish to make use of our services unless we need to store them as required by law.

You data are stored on a desktop protected by a firewall and anti-virus software. Back-ups are saved in the cloud and your data are not automatically processed.

JP Translations will not sell your data to third parties and will only transfer them if this is required for your assignment or to comply with statutory requirements. We will enter into subprocessor agreements with third parties that process data as assigned by us.

During visits to our web pages, we sometimes make use of cookies. These are functional cookies to make the website more user-friendly. You can prevent this through the settings in your browser. As a result, you may not have access to all functions of the website.

In addition, Google Analytics places analytical cookies on the JP Translations website. To this end, we have drawn up a processing agreement with Google Analytics. Google Analytics is set up in such a way that IP-addresses are processed in anonymous form by Google; no personal data are shared and we do not make us of other Google services in combination with these cookies.

Joep Nijsen is the controller; he is responsible for the privacy and the protection of personal data by JP Translations. You can contact him by email (<u>jp@jptranslations.nl</u>).

Under the GDPR, you are entitled to access your personal data, to change and supplement them, to limit the processing of your data, and to erase and take them to another service provider.

You can do so by sending an email to the controller. We will process your email as soon as possible and in any case within 30 days.

JP Translations has taken measures to prevent the loss of your data as much as possible. Should there nevertheless be a security breach concerning your personal data, we will let you know asap. JP Translations reserves the right to modify or update this Privacy Statement on the grounds of the law.

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