

## **Privacy statement *Toverus***

### **Introduction:**

This statement applies to all products and services provided by *Toverus*.

*Toverus*, with its registered office in Weperpolder 3, 8431 RK Oosterwolde is responsible for the processing of personal data as mentioned in this privacy statement.

### **Personal data we process**

*Toverus* processes your personal data because you use our services and/or because you have provided it to us. Data that *Toverus* may require or are necessary for the objectives as listed below, include:

- Initials and surname
- Gender
- Date of birth
- Company name
- Address details (consisting of street name, house number and ZIP code)
- Telephone number (mobile or fixed line)
- E-mail address
- Bank details
- VAT-number

### **Does *Toverus* also process special personal data?**

*Toverus* does not process special personal data.

### **Why *Toverus* needs data**

As soon as you have entered into an agreement with *Toverus*, we want to be of service to you in the best possible way. To that effect, your data will be used:

- To call or e-mail you if the performance of our services so require.
- In order to deliver products and services to you.
- To invoice.
- Or, if we are legally obliged to do so, for instance, data demanded for our tax return.

### **Which rules apply to the processing of personal data?**

In the processing of personal data, *Toverus* is bound by applicable laws and legislation and keeps up with relevant developments.

### **How long do we save data?**

*Toverus* will save your data no longer than strictly necessary and with the sole objectives it was collected for.

### **Sharing with others/provision of data to third parties**

*Toverus* does not sell your data to third parties and will only provide data if necessary for the performance pursuant to our agreement with you or if it complies with a legal obligation.

*Toverus'* website does not use cookies.

### **View, change or delete data. Your rights with regard to privacy**

Naturally, you are entitled to view, correct or delete all personal data known to *Toverus*. When you request a viewing, correction, placement or deletion of your personal data, *Toverus* will inform you within five days. Please, send such a request through by email to [info@toverus.nl](mailto:info@toverus.nl)

### **Security**

*Toverus* considers the security and protection of your personal data of paramount importance. *Toverus* has installed fitting technical and organisational measures to secure your personal data and protect it against loss, change, abuse or any form of wrongful processing. Each person, who has access to personal data at *Toverus* and/or processes it, is obliged to non-disclosure of this data, in as far as applicable laws and legislation do not stipulate differently. In case *Toverus* uses third parties, it will set up agreements in relation to the necessary security measures within the scope of the protection of personal data. However, should you be under the impression that your personal data are not properly protected, or if you have reason to believe that they have been improperly used, we request you to contact us by email: [info@toverus.nl](mailto:info@toverus.nl).

### **Questions**

For questions or remarks about the processing of your personal data and this Privacy Statement, you can contact us through an e-mail to [info@toverus.nl](mailto:info@toverus.nl).

This Privacy Statement was drawn up on 25-2-2018. Should there be differences between the Dutch and the English version, the Dutch version prevails.