

Privacy Policy Taalbureau Symbol

Taalbureau Symbol, located at 36 Sesamstraat, Almere, is responsible for processing personal data as stated in this privacy policy.

Contact details

36 Sesamstraat, Almere +31622342345

Jeannette Smulders is the Data Protection Officer for Taalbureau Symbol. She can be reached at info@taalbureausymbol.nl.

Personal details processed by us

Taalbureau Symbol processes your personal details because you make use of our services and/or because you yourself provide us with them.

Below you will find an overview of the personal details processed by us:

- First name and surname
- Telephone number
- Email address
- your/your company's address
- Invoice address

Your personal details will be kept for 2 years.

Special and/or sensitive personal data processed by us

Our website and/or service does not have the intention to collect details about visitors of our website younger than 16, unless they have their parents' or guardian's permission. We cannot check, however, whether a visitor is older than 16. We advise parents, therefore, to be involved in their children's online activities and prevent this way that details about children are collected without their parents' consent. If you are convinced that we have collected personal details about minor children without this permission, please contact us at info@taalbureausymbol.nl and we will delete this information.

Our purpose and principles for processing personal details

Taalbureau Symbol processes your personal details with the following objectives:

- to be able to call you or send you an email necessary for executing our service, or
- sending an invoice.

Automated Decision Making

No cookies are placed on this website by Taalbureau Symbol or by third parties.

Inspecting, adapting or deleting data

You have the right to look into your personal data, to correct or delete them. Furthermore, you have the right to withdraw any permission for processing data or to object against Taalbureau Symbol processing your personal details and you have the right to transferability of data. This means that you can submit a request to us to send your personal details that we have at our disposal to you or another organisation mentioned by you in a computer file. You can send info@taalbureausymbol.nl a request for inspection, correction, deletion, transferability of your personal details or a request for withdrawing your permission for or objection to processing your personal details. To ensure that the request for inspection has been done by you, we ask you to attach a copy of your identity document to the request. Make the following black in this copy: your passport photo, MRZ (machine readable zone, the zone with figures at the bottom of the passport), passport number and Citizen Service Number (BSN). This is to protect your privacy. We will react to your request as soon as possible, i.e. within 4 weeks. Taalbureau Symbol would like to mention that you can file a complaint with the national supervisor, the Personal Data Authority by opening the following link:

<https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteitpersoonsgegevens/tip-ons>

Protecting personal data

Taalbureau Symbol takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorised access , accidental disclosure and unauthorised alteration. If you have the impression that your details are not protected well or may be misused, please contact info@taalbureausymbol.nl.