



leaf construction

Privacy Policy

Leaf Construction

Willem Beukelszoonplein 15

2584 XJ The Hague

T 0031 (0)6 1135 1816

E j.knoester@leafconstruction.nl

I www.leafconstruction.nl

1. PERSONAL DATA WE PROCESS

A. Privacy?

- i. Leaf construction takes your privacy very seriously. We process personal data when you use our website, our services or provide this data directly to us.
- ii. We make sure that we process your data carefully. This privacy policy gives you clear insight into the personal data we process, how we process it and also states why we collect personal data.
- iii. According to the GDPR, Leaf construction Ltd. is responsible.

2. OVERVIEW OF THE PERSONAL DATA WE PROCESS

A. From you as website visitor

- i. Name
- ii. E-mail address
- iii. Phone number
- iv. Other personal data you actively provide during contact
- v. Location data
- vi. Data about your activity on our website
- vii. IP address
- viii. Internet browser and device type

3. SPECIAL AND/OR SENSITIVE PERSONAL DATA WE PROCESS

A. Minors

- i. Our website and services are not intended to collect data of website visitors under 16 years of age, unless a parent or guardian has given permission. Because Leaf construction cannot verify whether a visitor is older than 16 years, we recommend that parents are involved in the online activities of their children. This enables us to prevent data being collected from minors without parental permission.

B. Please contact us if we did something wrong

- i. If you feel that we have collected the personal data of a minor without the aforementioned permission, please contact us at j.knoester@leafconstruction.nl. We will immediately remove this data.

4. WHY WE NEED THIS DATA

A. Leaf construction processes your personal data for the following purposes:

- i. To e-mail you when this is necessary to provide our services.
- ii. To be of service to you if you want to request a quote.
- iii. To be of service when you want to make an appointment.
- iv. To send you information in response to the contact form, and finally
- v. To analyse your behaviour on the website, for improvement and finetuning purposes.

B. How long we store your data

i. Leaf construction will not store your data longer than is strictly necessary to achieve its collection goals. If you would like information about storage time in a specific case, please contact us at j.knoester@leafconstruction.nl.

5. IDENTIFYING AND ANALYSING WEBSITE VISITS

A. Cookies

i. Leaf construction only uses functional and analytical cookies:

a. Functional cookies: these are cookies with a purely technical functionality. They ensure that the website works correctly, such as allowing the website to remember your preference settings. This means we can optimise our website and services.

b. Third party analytical cookies: these cookies can monitor your browsing behaviour. The use of Google Analytics requires us to use these cookies on our website.

B. What if you do not like cookies

i. When you first visit the website, you can configure your cookie settings. All non-functional cookies can be disabled by category. Cookies other than functional or anonymous analytical cookies are only placed after an active operation by the user. You can change your cookie settings at any time on our website.

6. VIEW, CHANGE OR REMOVE DATA

A. Your rights

i. You have the right to:

a. view your personal data;

b. request a correction of data;

c. request us to process less data;

d. request removal of data;

e. transfer your data to someone else and,

f. file a complaint as described in article 8.

ii. If you have any questions or comments about Leaf construction's data processing, please contact us at j.knoester@leafconstruction.nl.

iii. Leaf construction wants to verify that the request to view data has been made by you. We therefore ask you to send a copy of your ID alongside the request to view, change or remove data. To protect your privacy, Leaf construction requests you to black out your photo, MRZ (machine readable zone, the numbers on the bottom of the passport), passport number and citizen service number on the copy of the ID.

iv. Leaf construction will respond to the request as soon as possible, but within four weeks.

7. SECURITY OF COMMUNICATION THROUGH SSL ENCRYPTION

A. SSL

i. To protect you as a user of our website, Leaf construction uses fast encryption technologies. With SSL (Secure Socket Layer), the personal data used on our site is encrypted (not readable by third parties). This ensures that your data is only visible to you and our server.

B. How do you recognise the security?

i. We use SSL encryption on all parts of our website where personal data is exchanged, such as filling in the contact form. You can recognise and check this yourself. When you visit an encrypted part of the website, you will see a lock symbol on the bottom right or top left of your Internet browser. In addition, the URL will change from <http://> to <https://> which also indicates that the page is secured.

8. RIGHT OF COMPLAINT

A. Internal treatment

i. If you have any complaints about the method of processing (personal) data, Leaf construction will be happy to discuss and resolve them. To handle your complaint, please contact us at j.knoester@leafconstruction.nl.

B. Data Protection Authority

i. According to the GDPR, you have the right to file a complaint to the Data Protection Authority. More information about your right of complaint can be found on the website of the authority at: <https://autoriteitpersoonsgegevens.nl/nl/zelf-doen/gebruik-uw-privacyrechten/klacht-melden-bij-de-ap>

9. SECURITY AND VERSION

A. We take it seriously

i. Leaf construction takes the protection of your data very seriously. It therefore takes appropriate measures to counteract loss, unauthorised access, unwanted disclosure and unwanted change. If you suspect that your data is not properly secured or if there are signs of misuse, please contact us at j.knoester@leafconstruction.nl.

B. Version

i. The current version is 20200423.

10. Questions

A. Contact

At Leaf construction, Jesper Knoester is responsible for everything associated with the GDPR. If you have any comments relating to this privacy policy or if you have any general questions about the GDPR, please contact us at j.knoester@leafconstruction.nl.