

Privacy statement

Proper management of your privacy-sensitive data is very important to us, Financieel Vertaalbureau Fiducia.

We therefore process and secure personal data very carefully. We handle your (personal) data with care and adhere to the relevant legislation and regulations. In this privacy statement, we explain what personal data we process and for what purpose you can furnish us with your personal data.

Purpose of the collection and processing of personal data

Personal data can be furnished to us so that we can issue a quotation for your interpreting or translation services and/or you can furnish us with your personal data and those of third parties for the performance of the services.

Your personal data will only be used for the purposes for which you have given us permission. These purposes could be:

- To send out mailings
- To conduct market research
- To perform services
- To inform you about new services
- To invite you to gatherings.

If you do not wish to make use of any services or wish to only make limited use of some services, you can revoke your permission. You can revoke your permission by unsubscribing using the unsubscribe button or by sending an email to our general email address info@vertaalbureau-fiducia.nl with 'revocation of permission' in the subject line.

The security of your personal data

Specific privacy requirements apply for our employees and freelancers to ensure the security of your personal data. Before being hired or before the start of their contract, they are required to sign a confidentiality agreement.

The security of your personal data is also insured by our adherence to the need-to-know principle when performing a service and by the fact that access to your personal data is only granted to those persons who are actually working on your request.

Employees and freelancers are likewise required to report the loss of personal data as quickly as possible.

Your personal data are secured both in writing and digitally in accordance with the minimum statutory requirements. Your personal data are also kept for no longer than necessary, unless there is a statutory obligation to keep these personal data for a longer period of time.

When your personal data are no longer needed, your personal data will either be destroyed or returned. It is up to you. You must make a choice in this regard on the permission statement.

[Your rights under the GDPR \(General Data Protection Regulation\)](#)

You can exercise your rights as a data subject under the GDPR using the '**data subject's rights form**'. You have the following rights under the GDPR:

- the right to inspect your personal data;
- the right to have your data erased;
- the right to have the collected and processed data corrected or used to only a limited extent;
- the right to data portability.

We will handle your requests within the statutory time limit and make use of the statutory options of honouring or denying your request(s). If we deny your request, we will provide our reasons for doing so.

Option:

A small contribution depending on the time and effort required may be asked to cover the administrative costs.

[Visiting our website](#)

When these web pages are visited, the following data are automatically saved and processed in a protocol for the purposes of the service provision: Date and time the page was requested, URL of the request, the browser used (user agent), success or failure of the request (status of the request), size of the data received and sent, run time.

The processing of these data is necessary for technical reasons in order to make the service available; the data can also be used to compile internal system and user statistics. These are not data that can be traced back to specific persons, however. To the extent the statistics are compiled in order to design the website in accordance with user wishes, pseudonyms are used.

Incidental cookies are used for visits to these web pages. Cookies are stored in your browser to improve the quality of the service. The cookies used are so-called 'session cookies' which automatically expire when you close your browser and are deleted in accordance with your browser settings. You can prevent the use of cookies

generally by changing your browser settings accordingly. This could result in limited functionality of the web pages, however.

The types of cookies our web pages use are:

Necessary cookies

Necessary cookies help to make a website more user-friendly by enabling basic features such as page navigation and access to secured areas of the website. Without these cookies, Financieel Vertaalbureau Fiducia B.V. cannot make sure the website works properly.

Preference cookies

We use preference cookies. These ensure that our website can remember information that influences the behaviour and design of our website, such as your language of preference or where you live.

Statistic cookies

We use statistic cookies to analyse how visitors use our website, by collecting and reporting anonymous information from you.

Loss of your personal data

Fiducia has taken measures to keep (any) loss of personal data, a data leak, to an absolute minimum. If, despite all the measures taken, a data leak nonetheless occurs and your personal data are lost and serious damage can be expected to your privacy, we will inform you of this without delay.

Privacy Officer/FG

We are doing our utmost to properly implement these regulations. However, if you find that this privacy statement is not adhered to in practice, or not adhered to adequately, you can submit a complaint to us via our Privacy Officer. The Privacy Officer at Fiducia is: Pieter Cramer.

Dutch DPA

You can also contact the Dutch DPA if you are unhappy with how data have been handled www.autoriteitpersoonsgegevens.nl

The translation company reserves the right to amend this privacy statement in line with the latest developments in relation to the GDPR. You will find the most up-to-date version of the privacy statement on our website.

Financieel Vertaalbureau Fiducia B.V.
Udenhout