



Privacy notice

Contact details

The business is called Copy-Past. It is based in Leiden (the Netherlands) and registered in the Dutch trade register under number 72357746. Copy-Past is a partnership between Marsha Boelaars and Eric van Wieren. We can be reached via office@copy-past.nl.

Privacy of the website

Cookies

The website copy-past.nl only places necessary cookies on your device. No personal information is gathered through your use of this website, unless you voluntarily enter it in the contact form.

Social media

The website contains links to Instagram, LinkedIn, and Twitter. These features are provided by the relevant platforms, so any data collection related to the use of these features is governed by the privacy policies of those platforms.

Processing of personal information

Which data does Copy-Past process?

Copy-Past exclusively processes the following data:

- Your name and/or the name of your business
- Your address and/or the address of your business
- Your phone number and/or the phone number of your business
- Your email address and/or the email address of your business
- Your bank account number and/or the bank account number of your business
- The VAT/tax registration number of your business

Purposes and legal grounds for data processing

We collect, store, and use your personal data for the purpose of issuing a quote, carrying out services at your request, or complying with legal requirements. We do not use your personal data for marketing purposes without your explicit permission.

The legal grounds for processing your data are your consent, as the data subject, and, if we carry out a commission for you, the performance of a contract between us. Furthermore, we need some data to comply with legal requirements.

Retention

We retain your data for the duration of our business relationship. If you inform us that you no longer wish to use our services, we will destroy your data as long as we do not reasonably require it to exercise our rights and to the extent that this is permitted by law. The statutory retention period is 7 years.



Disclosure

We do not disclose your personal data to any third party, unless we are required to do so in order to comply with any legal obligation or to protect our rights.

Consent

The first time we have contact, we will ask for your consent to process your personal data. You have the right to withdraw this consent at any time. In that case we will delete your data as soon as possible, with the exception of any data we are legally required to retain (for example to comply with tax rules) or that we need in order to exercise our rights (for example in the event of a dispute or an unpaid invoice). In those cases we will no longer process your data for any other purposes.

Access, rectification, erasure, and portability of your personal data

You have the right to receive a copy of your personal data that we hold about you. We will send it to you upon your request.

If your personal information is incorrect or incomplete, you have the right to ask us to correct it.

You have the right to ask that your personal data be deleted. We will do this as soon as possible upon your request, but please note that this means that we can no longer provide services to you. Certain types of information cannot be deleted immediately; for more information, refer to the *Consent* section above.

If you decide to switch to another service provider, you have the right to take your personal data with you. As we only process basic information about you, this option is usually not necessary, but you can contact us if you wish to exercise this right.

Automated processing

Your personal data is not processed automatically.

Person responsible for privacy and data protection

We, Marsha Boelaars and Eric van Wieren, are personally responsible for privacy and data protection in our business. Our contact details can be found at the top of this document.

Complaints

Please contact us if you do not agree with the way we process your personal data. You also have the right to lodge a complaint with the data protection authority in the country where you live or the Autoriteit Persoonsgegevens in the Netherlands.

This privacy notice was last updated in November 2018 and will be reviewed if necessary. In the event of differences between the Dutch and English versions of this privacy notice, the Dutch version shall prevail.