

PRIVACY STATEMENT

DATE: 15.05.2018

page 1 of 2



SEED architects, located at Koelmalaan 350, 1812 PS Alkmaar, the Netherlands, is responsible for the processing of personal data as shown in this privacy statement.

Contact details:

<https://seedarchitects.nl/> Koelmalaan 350 1812 PS Alkmaar The Netherlands +31 72 567 9010

Personal data that we process

SEED architects processes your personal data by using our services and / or by providing it to us.

Below is an overview of the personal data we process:

- First and last name
- Address data
- E-mail address
- Other personal data that you actively provide, for example by creating a profile on this website, in correspondence and by telephone.

Special and / or sensitive personal data that we process

Our website and / or service does not intend to collect data about website visitors who are younger than 16 years. Unless they have permission from parents or guardians. However, we can not check if a visitor is older than 16. We encourage parents to be involved in the online activities of their children, in order to prevent data about children being collected without parental consent. If you are convinced that we have collected personal information about a minor without this consent, please contact us via info@seedarchitects.nl, then we will delete this information.

For what purpose and on what basis we process personal data

SEED architects processes your personal data for the following purposes:

- You can call or e-mail if necessary to carry out our services.

Automated decision-making

SEED architects does not make decisions based on automated processing on matters that can have (significant) consequences for people. These are decisions taken by computer programs or systems, without a person sitting in between.

How long we store personal data

SEED architects does not store your personal data for longer than is strictly necessary to achieve the purposes for which your data is collected. We use the following retention periods for the following (categories) of personal data:

category	retention period	reason
personalia	max. 1 month	correspondance & processing of orders
adress	max. 1 month	correspondance & processing of orders

Sharing personal data with third parties

SEED architects provides exclusively to third parties and only if this is necessary for the execution of our agreement with you or to comply with a legal obligation.

Cookies, or similar techniques, that we use

SEED architects uses functional, analytical and tracking cookies. A cookie is a small text file that is stored in the browser of your computer, tablet or smartphone when you first visit this website. SEED architects uses cookies with a purely technical functionality. These ensure that the website works properly and that, for example, your preferred settings are remembered. These cookies are also used to make the website work well and to optimize it. In addition, we place cookies that keep track of your browsing habits so that we can offer customized content and advertisements. On your first visit to our website we have already informed you about these cookies and asked permission for their placement.

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DATE: 15.05.2018

page 2 of 2



You can opt out of cookies by setting your internet browser so that it does not store cookies anymore. In addition, you can also delete all information previously saved via the settings of your browser.

Cookies that are use on our site:

cookie:	name:	function	Retention period:
Googly Analytics	_ga, _gat, _gid	Anonymous (session) cookies are placed to gain a better insight into the behavior of the visitor to this website. This will then improve the user experience on this website and on other channels used by this website.	Max. 2 years
Intercom	intercom-lou-*	Performance and functionality	Max. 2 years
qTranslate	qtrans_front_language	Remembers the language that the visitor has used.	Session
Wordpress	wp-settings-3, wp-settings-time-3, PHPSESSID	These cookies are used by the content management system of WordPress and are crucial for the operation of the site.	Max. 1 year

View, modify or delete data

You have the right to view, correct or delete your personal data. You also have the right to withdraw your consent to the data processing or to object to the processing of your personal data by SEED architects and you have the right to data portability. This means that you can submit a request to us to send the personal information we have in your computer file to you or another organization mentioned by you. You can send a request for access, correction, deletion, data transfer of your personal data or request for cancellation of your consent or objection to the processing of your personal data to info@seedarchitects.nl. To ensure that the request for access has been made by you, we ask you to send a copy of your ID with the request. Make your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and citizen service number (BSN) black in this copy. This is to protect your privacy. We respond as quickly as possible, but within four weeks, at your request. SEED architects would also like to point out that you have the opportunity to file a complaint with the national supervisory authority, the Dutch Data Protection Authority. This can be done via the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

How we protect personal data

SEED architects takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you have the impression that your data is not properly secured or there are indications of abuse, please contact our customer service or via info@seedarchitects.nl.