

APQ Consultancy, located at Stadhoudersweg 113 C, 3039 EE Rotterdam, is responsible for the processing of personal data as described in this privacy statement.

**Contact details:**

<http://www.apqconsultancy.nl>  
Stadhoudersweg 113 C, 3039 EE Rotterdam  
+3110-3007130

**Personal data that we process**

APQ Consultancy processes your personal data because you make use of our services and/or because you provide them to us yourself.

Below you will find an overview of the personal data we process:

- First and last name
- Gender
- Date of birth
- Birthplace
- Address details
- Telephone number
- E-mail address
- IP address
- Other personal data that you actively provide, for example by creating a profile on this website, in correspondence and by telephone.
- Location details
- Internet browser and device type
- Bank account number

**Special and/or sensitive personal data that we process**

APQ Consultancy processes the following special and/or sensitive personal information about you:

- Race
- Citizen Service Number (BSN)

**For what purpose and on what basis we process personal data**

APQ Consultancy processes your personal data for the following purposes:

- Processing your payment
- To be able to call or e-mail you if this is necessary to carry out our services
- Inform you about changes to our services and products

- To deliver goods and services
- APQ Consultancy also processes personal data if we are legally obliged to do so, such as data we need for our tax return.

### **Automated decision making**

APQ Consultancy does not make decisions based on automated processing on matters that may have (significant) consequences for individuals. These are decisions that are made by computer programs or systems, without a human being (e.g. an employee of APQ Consultancy) in between.

### **How long we keep personal data**

APQ Consultancy does not retain your personal data longer than strictly necessary.

### **Sharing personal data with third parties**

APQ Consultancy will not sell your information to third parties and will only provide your information if this is necessary for the execution of our agreement with you or to comply with a legal obligation. With companies that process your data on our behalf, we enter into a processor agreement to ensure the same level of security and confidentiality of your data. APQ Consultancy remains responsible for these processing operations.

### **Cookies, or similar techniques we use**

APQ Consultancy only uses technical and functional cookies and analytical cookies that do not infringe your privacy. A cookie is a small text file that is stored on your computer, tablet or smartphone the first time you visit this website. The cookies we use are necessary for the technical operation of the website and for your ease of use. They ensure that the website works properly and is able to remember, for example, your preferred settings. They also allow us to optimize our website. You can unsubscribe from cookies by setting your internet browser in such a way that it no longer stores cookies. In addition, you can also delete all information previously stored through your browser settings.

### **View adjust or delete data**

You have the right to view, correct or delete your personal data. In addition, you have the right to withdraw your possible consent for the data processing or to object to the processing of your personal data by APQ Consultancy and you have the right to data transfer. This means that you can submit a request to us to send the personal data we hold about you in a computer file to you or another organization named by you.

You can send a request for inspection, correction or deletion of your personal data or a request to withdraw your consent or objection to the processing of your personal data to [info@apqconsultancy.nl](mailto:info@apqconsultancy.nl).

To ensure that the request for inspection has been made by you, we ask you to enclose a copy of your proof of identity with the request. Mark in this copy your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and Burgerservicenummer (BSN) black. This is to protect your privacy. We will respond to your request as soon as possible, but within four weeks.

APQ Consultancy would also like to point out that you have the possibility to file a complaint with the national regulator, the Personal Data Authority. This can be done via the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>