

Privacy Statement of Annette Spaan Photography and Writing

February 16 - 2021

During the processing of personal data Annette Spaan Photography and Writing works conform the requirements of the applicable data protection legislation, like the General Data Protection Regulation. This means we:

- **clearly specify our purposes** before we process personal data, by using this privacy statement;
- **limit our collection of personal data** to only the personal data needed for legitimate purposes;
- first **ask for explicit permission** to process your personal data in cases where your permission is required;
- take **appropriate security measures** to protect your personal data and we demand the same from parties who process personal data on our behalf;
- **respect** your right to access, correct or delete your personal data held by us. For the journalistic, photography and artistic work of Annette Spaan Photography and Writing there are some exceptions that you can read in the paragraph *Withdrawal of consent* *.

Annette Spaan Photography and Writing is the processor for all data processing. In this privacy statement, we will explain what kind of personal data we collect and for which purposes within our web shop www.annettespaan.com. We recommend that you read it carefully.

If you have any questions regarding the processing of personal data, you can find the contact details of Annette Spaan Photography and Writing below.

Registration

Certain features of our service require you to register beforehand. You will have to provide some information about yourself and choose a username and password for the account that we will set up for you.

For this purpose, we use your name and **address details, phone number, invoice address, email address, payment details, gender and IP address**. We do this on the basis of your consent. We store this information until you close your account. We will retain this data so that you do not have to re-enter it every time you visit our website, and in order to contact you in connection with the execution of the agreement, invoicing and payment, and to provide an overview of the products and services you have purchased from us.

Handling your order

We will use your personal data when handling your order. We may share your data with the delivery service to have your order delivered. We may also obtain information on your payment from your bank or credit card company.

For this purpose, we use your name and address details, phone number, invoice address, email address, payment details, gender and IP address. We do this on the basis of your consent. We store this information until your order has been completed. Certain types of

personal data will be retained for a longer period with regards to the legal tax retention. (the legal retention period).

Sending newsletters

We have a newsletter to inform those interested on news, tips and information about our products and services. Your e-mail address is added to the list of subscribers, only with your permission. You can subscribe to this newsletter on www.annettespaan.com.

For this purpose, we use your name and mail address. We do this on the basis of your consent. We store this information until you cancel your subscription.

You may cancel your subscription to our newsletter at any time. Each newsletter contains a link to unsubscribe from our newsletter.

Contact form

You can use our contact form to ask questions or make any request.

For this purpose, we use your name and email address, gender, IP address and message you wish to send to us. We do this on the basis of your consent. We store this information until we are sure that you are satisfied with our response.

Promotion

Other than the advertisements on the website, we can inform you about new products or services:

- by e-mail
- via social media

You can object at all times against this promotional communication. Every e-mail contains a cancellation link. On social media, you can block us or use the cancellation option. You can also inform us through your account. Further, you can inform us through the portal.

Providing data to third parties

Except for the parties necessary to deliver the above mentioned services, we do not under any circumstance provide your personal data to other companies or organisations, unless we are required to do so by law (for example, when the police demands access to personal data in case of a suspected crime).

Our website features social media buttons. These buttons are used by the providers of these services to collect your personal data.

Statistics

We keep statistics on the use of our web shop.

Use of cookies on website

Our web shop makes use of cookies. Cookies are small files in which we can store information, so that you do not have to fill in that information again. We can also use them to see whether you are visiting us again.

The first time you visit our web shop, we will show you a notification explaining our cookies and ask for your permission for the use of these cookies.

You can disable the use of cookies through your browser setting, but some parts of our website may not work properly as a result of that.

We made arrangements with other parties who place cookies through our website. Nevertheless, we cannot fully control what they are doing with their cookies, so please read their cookie statements as well.

Google Analytics

We use Google Analytics to track visitors on our website and to get reports about how visitors use the website. We accepted the data processing agreement from Google. We don't allow Google to use information obtained by Analytics for other Google services, and we anonymize the IP-adresses.

Security of personal data recorded by Annette Spaan Photography and Writing

Annette Spaan Photography and Writing takes the protection of your data seriously and implements appropriate measures to prevent misuse, loss, unauthorised access, unwanted disclosure and unauthorised alteration. If you feel that your data is not secure or there are indications of misuse, please contact Annette Spaan Photography and Writing. In the unlikely event that a data leak occurs, Annette Spaan Photography and Writing will immediately take all necessary steps to limit the consequences of the data leak as much as possible. If there is a privacy risk, Annette Spaan Photography and Writing will report the data leak to the Dutch Data Protection Authority (*Autoriteit Persoonsgegevens*) within 72 hours. If harmful consequences can be foreseen for the data subjects, Annette Spaan Photography and Writing will immediately contact them.

Changes to this privacy statement

We reserve the right to modify this statement. We recommend that you consult this statement on a regular basis, so that you remain informed of any changes.

Inspection and modification of your data

You can always contact us if you have any questions regarding our privacy policy or wish to review, modify or delete your personal data.

You have the following rights:

- Right of access: you have the right to see what kind of personal data we processed about you;
- Right of rectification: you have the right to rectify any personal data we have processed about you, if this information is (partially) wrong;
- Right to complain: you have the right to file a complaint against the processing of your personal data by us, or against direct marketing;
- Right to be forgotten: you can file a request with us to remove any personal data we have processed of you;
- Right to data portability: if technically possible, you have the right to ask us to transfer your processed personal data to a third party;
- Right to restriction of processing: you can file a request with us to (temporarily) restrict the processing of your personal data.

If you exercise any of the rights mentioned above, we might ask to identify yourself with a valid ID, to confirm it is your personal data. If so, it is important that you hide your social security number and photo.

We will usually respond to your request within 30 days. This term can be extended if the request is proven to be complex or tied to a specific right. You will be notified about a possible extension of this term.

***Exceptions right to access, correct or delete your personal data for journalistic, photography and artistic work**

You may withdraw consent granted for the aforementioned processing of personal data, insofar as this does not contradict other legislation (such as mandatory data for financial administration) or does not unnecessarily violate Annette Spaan Photography and Writing fundamental rights, such as the right to freedom of expression and information (including artistic and journalistic freedom). Contracts signed by you for the use of photographs relating to the portrait right, for example, such as a model release and/or quit claim, are excluded, in principle, from the right to withdraw consent.

Complaints

If you want to file a complaint about our use of personal data, please send an email with the details of your complaint to info@annettespaan.com. We will look into and respond to any complaint we receive.

If you think that we are not helping you in the right way, you have the right to file a complaint at the authority. For The Netherlands, this is the Autoriteit Persoonsgegevens.

Contact details

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