

## Privacy policy

Privacy-sensitive information, in other words personal data, are processed by the webshops [orchideeen-kado.nl](http://orchideeen-kado.nl) en [orchideeen-shop.nl](http://orchideeen-shop.nl). Claessen Orchids considers careful handling of personal data a priority. Personal data are therefore processed and secured carefully.

While processing we stick to the requirements compiled by the law for the protection of personal information. This means that we:

- **State clearly with which purposes** we process personal data. We do this by a privacy statement.
- **Limit our collection of personal data** to only the information we need for legitimate purposes.
- **Ask you for explicit permission** to process your personal data in cases where your consent is required.
- **Take suitable security measures** to protect your personal information and also demand this from parties that process personal data in our command.
- **Respect your right** to offer insight, correct or delete personal data in your request.

Claessen Orchids is responsible for the processing of personal data. In this privacy statement we will explain what personal information we collect and use and with what purpose. We recommend to read this thoroughly.

*This privacy statement is adjusted for the last time at 22-10-2015.*

## Use of personal data

By using our services, you leave certain information with us. This could be personal information. We keep and use only the personal information directly listed by you, in the context of the service requested by you, or whereof it is made clear when providing the information that they will be processed by us.

We use the following data for the purposes mentioned in this privacy statement:

- NAW-data (Name, address, place of residence)
- Phone number
- Invoice address
- E-mail address
- Payment details

## Registering

With certain parts of our service you have to register first. After registration, we save your personal information through the user name chosen by you. We save this information so that you don't have to fill in all your records every time and so that we can contact you about execution of the agreement, invoice, payment and to give an overview of the products and services requested by you.

We will not share the information linked to your user name with other parties, unless it is necessary in context of execution of the agreement that's been made or if this is legally mandatory. In case of suspicion of fraude or misuse of our website we may hand over your personal information to authorized authorities.

### Handling an order

When placing an order, we use your personal data for processing. When necessary we may provide third parties with your personal information if this is required for a good handling of the order. You can read more about this further on in the privacy statement.

### Advertising

We can keep you updated about our new products and services, besides the information on our website, by:

- E-mail
- Social media

### Contact form and newsletter

We offer a newsletter that use to keep the interested informed about our products and or services. Every newsletter contains a link enabling you to sign our. Your e-mail adress will be added to the list of subscribers with your explicit permission only.

When filling in a contact form on the website or sending an e-mail to us, the information you send us will be saved as long as needed for full reply and processing.

### Providing information to third parties

We may provide your personal data to our partners. These partners are involved with the execution of the agreement.

Social media buttons are included on our site. The administrators of these services collect your personal information with this.

### Google Analytics

We use Google Analytics to keep track of the number of uses at our website. We have closed a processing contract with Google to make agreements about how to process our data. Furthermore we have not allowed Google to use the obtained Analytics information for other Google services. Lastly we anonymize the IP-adresses.

### Security

We take security measures to prevent misuse of and unauthorized acces to personal information.

### Websites of third parties

This privacy statement does not apply to websites of third parties that are linked to our website. We can't guarentee that third parties deal with your personal information in a safe and reliable way.

## Changes in this privacy statement

We have the right to make changes in this privacy statement. We recommend to check the privacy statement on a regular changes, to stay aware of these changes.

## Insight and changing your data

For questions about our privacy policy or questions about insight and changes of (or removal of) your personal data you can contact us at all times using the following information:

Leveroysewijk 3

Nederweert-Eind

The Netherlands

Phone number: 0495-460990: available at working days from 09.00 to 17.00 hour.

e-mail: [info@claessenorchideeen.nl](mailto:info@claessenorchideeen.nl)