

# PRIVACY STATEMENT MKT

## Introduction

MKT takes your privacy very seriously and shall handle your personal data with the utmost security and care. In this Privacy Statement you will learn how we handle your data as well as learn about your rights concerning our processing of your data. We advise that you read this Privacy Statement thoroughly. Should you have any questions or remarks, please contact us at [maartje@maartjekoster.nl](mailto:maartje@maartjekoster.nl).

## Who is MKT?

MKT is the eenmanszaak Maartje Koster Translations, with registered office at (7241 PG) Lochem listed at the Traderegister of the Dutch Chamber of Commerce under 54299306.

MKT is as the controller ultimately responsible with regard to the processing of your personal data.

## How does MKT use your personal data?

Underneath you will find an overview of the purposes for the processing of your personal data. You will also find a specification of which data MKT uses for that specific purpose, the legal justification, and the amount of time MKT keeps this data. For clarity's sake, we have categorised the purposes.

### *Services, customer management and financial administration*

Purpose:	Financial administration
Information:	Company name, Billing address, Bank details
Legal basis:	Legal obligation
Storage period:	As long as necessary for this purpose

Purpose:	Invoicing
Information:	Home address, Email, Data necessary to provide the service
Legal basis:	Necessary for the performance of a contract
Storage period:	As long as necessary for this purpose

## How did we obtain your personal data?

MKT has obtained your data because you have provided this data to us.

## What are your rights?

Under the European General Data Protection Regulation you have a number of rights with regard to your data and the processing thereof:

## **Access**

You may access your personal information and make any necessary changes in your account. If you would like to see which personal data MKT has obtained about you, you may exercise your right of access by submitting a request to MKT.

### *Making changes*

If you wish to make changes to the personal information that you have seen as a result of a request for access and you are unable to make the changes yourself in your account, you may request that MKT makes these changes for you. You may request that MKT modifies, corrects, supplements, erases or shields your information.

### *Restriction of processing of personal data*

You also have the right, under certain conditions, to ask MKT to restrict the processing of your personal data.

### *Right to object*

If processing of your data takes place on the grounds of 'legitimate interest' by MKT or a third party, you have the right to object to that processing.

### *Portability of data*

You have the right to obtain your personal data from MKT. MKT will provide this in a structured and commonly used format, which can easily be opened using commonly used digital systems.

### *Withdrawing consent*

When the legal basis for a particular processing is your explicit consent, you have the right to withdraw that consent. This does not affect past processing, but does mean that we will no longer be allowed to process this data in the future. It may also result in MKT no longer being able to provide you with certain services.

### *Response from MKT*

A request can be sent to [maartje@maartjekoster.nl](mailto:maartje@maartjekoster.nl). MKT will comply with your request as soon as possible and in any case no later than one (1) month after MKT has received such a request. If MKT rejects your request, we will indicate in our reply why the request was rejected.

### *Recipients of your personal data*

It is possible that MKT is required to submit your data to a third party, for example to fulfil a legal obligation.

## **Can changes be made to this Privacy Statement?**

This Privacy Statement is subject to changes. We therefore advise you to regularly read the Privacy Statement for any such changes.

### **Questions, remarks, and complaints**

If you have any questions regarding this Privacy Statement or the way in which MKT uses your data, you can send an e-mail to [maartje@maartjekoster.nl](mailto:maartje@maartjekoster.nl). If you have a complaint about the way your data is processed, please send an e-mail to [maartje@maartjekoster.nl](mailto:maartje@maartjekoster.nl). Furthermore, you always have the right to contact the competent national data protection authority. In The Netherlands, this is the [Autoriteit Persoonsgegevens](#).