



## Privacy Statement A Way With Words

A Way With Words, with its registered office at Vredenrijkstraat 3, 2021CD in Haarlem, The Netherlands, is responsible for the processing of personal data as shown in this privacy statement.

Contact information:

Vredenrijkstraat 3  
2021CD Haarlem, The Netherlands  
Tel: (+31) (0)88 7000 500  
E-mail: [info@awaywithwords.nl](mailto:info@awaywithwords.nl)

### Personal data we process

A Way With Words processes your personal data because you use our services and/or because you provide this data to us yourself.

Below is a list of the personal data that we may process

- First name and surname
- Gender
- Address details
- Phone number
- E-mail address
- Bank account number

### Special and/or sensitive personal data we process

Our website and/or services do not intend to collect data about website visitors who are under the age of 16, unless with parental or guardian consent. However, we cannot verify whether a visitor is over 16. We therefore encourage parents to monitor their children's online activities to avoid collecting data about children without parental consent. If you believe that we have collected personal data about a minor without that consent, please contact us at [info@awaywithwords.nl](mailto:info@awaywithwords.nl), and we will delete the data in question.

### How and on what basis we process personal data

A Way With Words processes your personal data for the following purposes:

- Processing your payment
- To be able to call you or send you an e-mail if necessary for the provision of our services
- To deliver goods and services to you
- A Way With Words also processes personal data if we are legally obliged to do so, such as data we need for our tax return.



### **Automated decision-making**

A Way With Words does not use automated processing to make decisions about matters that can (significantly) affect individuals. This includes decisions made by computer programs or systems without human involvement (e.g. without an employee of A Way With Words being involved).

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

A Way With Words does not keep your personal data longer than strictly necessary to achieve the purposes for which your data are collected. We have a seven-year (7) retention period for personal data, in accordance with the obligations set out in the Tax Act.

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

A Way With Words may share your personal data with several third parties if necessary for the performance of the agreement with you and to comply with legal obligations. We have a processing agreement with companies that process your data on our behalf to ensure the same level of data security and confidentiality. A Way With Words remains responsible for these processing operations. A Way With Words does not provide your personal data to any other third parties apart from for the reasons given above.

<b>Name</b>	<b>Purpose</b>	<b>Data type</b>	<b>Country</b>
e-Boekhouden.nl	Accounting	Name and address information	The Netherlands
LSP.expert	Project management & invoicing	Name and address information	Belgium
TransIP	E-mail processing & website access	Name and address information	The Netherlands
PayPal	Payment processing	Bank details	United States
Triodos Bank	Payment processing	Bank details	The Netherlands

### **Accessing, editing or deleting data**

You have the right to access, edit or delete your personal data. You also have the right to withdraw your data processing consent, if any, or to object to the processing of your personal data by A Way With Words and you have the right to data portability. This means that you can request us to send the personal data we have about you in a computer file to you or another organisation specified by you.

You can request to access, edit, delete, or transfer your personal data or notify us that you wish to withdraw your consent or object to the processing of your personal data by sending an e-mail to [info@awaywithwords.nl](mailto:info@awaywithwords.nl).

To ensure that only you can access your personal data and to verify your identity, please enclose a copy of a valid ID with your request. In this copy, black out your passport photo, MRZ (machine



readable zone, the strip of numbers at the bottom of the passport), passport number and Citizen Service Number (BSN). This is to protect your privacy. We will respond to your request as soon as possible and within four weeks at the latest.

A Way With Words would also like to inform you that you are entitled to submit a complaint to the national supervisory authority, the Dutch Data Protection Authority. To submit a complaint, please use the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

### **How we secure personal data**

A Way With Words takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorised access, unwanted disclosure and unauthorised alteration. If you feel that your data is not properly secured or there are indications of misuse, please contact us at [info@awaywithwords.nl](mailto:info@awaywithwords.nl).