Privacy statement Etchform BV
24-04-2019

Etchform respects its users' privacy and treats all personal data provided to us–verbally, digitally or in writing–carefully and confidentially. This privacy policy explains what information we may request, collect and store, as well as why and how we do so. The policy applies to all of our services. Our website links to third party websites. We are not responsible for the behaviour is these sites. We comply with the General Data Protection Ordinance (GDPR) for all the data we process.

What may we request and why?
When information is requested, our services are used, or someone enters into a relationship with us, such as by requesting a quotation, accepting an order or entering an employment contract, we ask for personal information such as name and email address. We only use this information to provide the requested service and do not request more information than necessary. This also applies to the information we receive through our website.

Personal data we may process includes:
- name, gender and organisation;
- contact details (address, phone number, email address, etc.);
- additional personal details such as ID card, date of birth, nationality and marital status;
- bank account number and/or IBAN;
- a CV (for job applications);
- any other personal details we use for the purposes listed below.

What do we do with your information?
We do not store your personal data longer than necessary. The data is stored on a secure server. Information is only processed on a lawful basis.

We only process personal data is there is a legal basis to do so, as described in the GDPR:
- for the execution of an agreement;
- to fulfil a legal obligation;
- with your permission;
- for a legitimate interest.

What else do we request and store?
We may store emails or other messages such as completed contact forms. We may ask for personal information when we are asked a question, or a request is made. We store and process this personal data for as long as necessary for the purpose of the processing. This information is also stored on a secure server, for which we have taken appropriate technical and organisational measures.

What do we collect?
Our website uses cookies. Cookies are small text files which are sent to a browser and help us analyse the use of our website. This provides us with more insight into what our users do and search for on our website. We only use the collected information to better tailor our Internet services to our users' needs. We may store this information on a secure server. You can configure your browser to refuse these cookies and/or notify you when a cookie is sent. However, it is possible that some functions and services on our or other websites no longer function correctly.

Google Analytics
Etchform uses Google Analytics to analyse how visitors use our website. The cookie-generated information on your use of the website (including your IP address) is transferred to and stored by Google on servers in the United States. Google uses this information to track how you use the website, generate reports on website activity for website operators, and offer other services concerning website activity and internet use.

Since February 2015, it is no longer mandatory to request users' permission to place cookies used solely for statistic systems such as Google Analytics. It is only mandatory to request permission for commercial cookies aimed at tracking people.

You can opt out of cookies by configuring your web browser to not accept cookies. You can also remove all previously stored information through your browser's settings.

What don't we do?
We do not collect or use your information for other purposes than defined in this privacy policy. We do not share information with third parties, unless we have permission to do so or if it is necessary for the performance of certain work. For the latter case, we have processing agreements with our partners to guarantee the safety of the data. If necessary, people or departments within Etchform may exchange information for purposes such as answering questions, for example.

What can you do with your information?
Personal information provided to Etchform can be viewed, changed or deleted. Furthermore, under the GDPR, you have the right to data portability, the right to be forgotten and the right to object to data processing. If you would like to exercise one of these rights, please contact us using the below options.

Contact
If you have any questions or comments on our privacy policy, or if you would like to view, change or delete your personal data, please contact us using the below contact details, addressed to the Data Processing Manager:

Etchform BV
info @ etchform.com

In closing

The privacy policy is related to the use and options of www.etchform.nl. Modifications and/or changes to our site may result in changes to our privacy policy.