

# Privacy Regulations CasaLasDunas

In our Privacy Regulations we use a number of definitions (these definitions can be used in singular and plural):

Regulations: this privacy regulation; Privacy legislation: Personal Data Protection Act (from May 25, 2018: The General Data Protection Regulation).

## 1. Explanation of the Rules

CasaLasDunas may not simply process the information you provide. The Privacy Act is intended to protect the privacy of individuals. This legislation restricts the permitted use of your personal data by others. Under this law, CasaLasDunas has the duty to its clients:

- to inform of the way and the purpose with which data are processed by CasaLasDunas;
- to report who can view the data;
- request permission to process certain data.

CasaLasDunas considers your privacy important. That is why CasaLasDunas explains in these Regulations how it is dealt with your data, what the purpose is of their use and for the processing of which data CasaLasDunas must explicitly ask for your permission.

## 2. The personal data that CasaLasDunas uses and the purpose of that use

CasaLasDunas processes (possibly) your personal data if you become or are already a client of CasaLasDunas or when you contact CasaLasDunas by e-mail. CasaLasDunas collects your name, address, telephone number, e-mail address and in some cases your IP address. Other personal data that you actively provide for example in correspondence and by telephone and information about your activities on our website.

This data allows us to:

- deal financially and administratively with the agreement that clients conclude with CasaLasDunas;
- be able to deliver our services;
- reach customers or interested parties if necessary;
- further develop / optimize our services.

## 3. Providing personal data to third parties

CasaLasDunas does not provide personal data to persons or companies outside the CasaLasDunas organisation, unless:

- is required by a statutory regulation;
- is necessary for the execution of an agreement that CasaLasDunas has concluded with you;
- you have given permission for this.

#### **4. Duties / secure access / confidentiality / storage period**

CasaLasDunas will only process your personal data in accordance with the law. This means (among other things) that the data are only processed for the purpose of which they are obtained and in a proper / careful manner in accordance with the law and these regulations.

Your personal data can only be viewed by the staff of CasaLasDunas, unless otherwise stated in these regulations. All your personal data are protected by CasaLasDunas against unauthorized access. Security consists of:

- Having a personal password for each employee to log into the digital system.
- The employees of CasaLasDunas have a confidentiality obligation with regard to all personal data provided to CasaLasDunas;
- CasaLasDunas has taken technical measurements to protect the system in compliance with the law against external infringements;
- Your personal details are not kept longer than necessary.
- CasaLasDunas uses a period of two years after the last purchase / order / invoice, then the data will be destroyed. The law may prescribe another retention period. If so, CasaLasDunas will comply with the prescribed legal storage period.

#### **5. Your rights as affected party**

- The right for information: the right to know whether and which personal data are processed and for what purpose.
- The right to perusal: the right to inspect and copy this data insofar as the privacy of another party is not harmed thereby.
- The right to correct, supplement or delete data if necessary (right to correction and deletion).
- The right to request (partial) removal of your data, can only be met if the retention of the data for another is not of considerable importance and the data must not be kept on the basis of a statutory regulation.
- The right of objection: the right to oppose the processing of your data in certain cases.

If you want to make use of your rights, send an email to [info@casalasdunas.com](mailto:info@casalasdunas.com). If your request is rejected, you will be explained why. Such a reason might be that your file contains information which is of interest to others. Within one month of receipt of your request, you will receive a message from CasaLasDunas.

Even if you have a complaint about the processing of your personal data, you can contact CasaLasDunas.

Do you have a comment / question / suggestion? Contact us.

CasaLasDunas will also handle the personal details provided in this context confidentially and carefully, as a matter of course.

Our current contact details can be found on the website of CasaLasDunas.

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