

## **PRIVACY STATEMENT**

### **Hendriks & James**

#### **For our clients:**

We hold personal data relating to the contacts of our clients, potential clients and other interested parties who provide us with their contact details via our website or otherwise. Such data includes name, title, job title, office address, telephone number and email address. We need this data to conclude and perform agreements for services with you, for example. To the extent permitted by law, we may also use it for marketing purposes and for managing client relationships, which includes providing you with news or inviting you to attend meetings. Any personal data contained in the documents you provide to us for translation is handled in strict confidence.

#### **For freelance translators who work with us:**

We hold personal data relating to contacts of our freelance or potential freelance translators who provide us with their contact details via our website or otherwise. Such data includes name, title, job title, office address, telephone number, email address, education, work experience and a bank account number. We need this data to conclude and perform agreements for services, for example. To the extent permitted by law, we may also use it for relationship management purposes, which includes providing you with news or inviting you to attend meetings.

#### **For our suppliers of office material etc:**

We hold personal data relating to contacts of our suppliers or potential suppliers who provide us with their contact details via our website or otherwise. This includes name, title, job title, office address, telephone number and email address. We need this data to conclude and perform agreements with you, for example.

#### **For our permanent employees:**

We hold personal data of our permanent (or potentially permanent) employees who provide us with their contact details via our website or otherwise. This includes name, title, job title, home address, telephone number, email address, education and work experience as well as bank account number, salary level and a copy of their passport (including their photograph, date of birth and civil service number). We need this data to conclude and perform employment agreements with you in compliance with employment legislation.

#### **How we secure your data**

The security of your personal data matters to us. We therefore implement various security technologies and organisational measures. These include password protection, virus scanners and encryption. If necessary, we create pseudonyms for data. Our office is manned by receptionists and is secured by means of electronic and mechanical locks as well as camera surveillance.

#### **Transfer outside the EEA**

In principle, your personal data is processed within the EEA. Should we need to transfer it outside the EEA, we will provide safeguards such as the US Privacy Shield or, in the absence of an adequacy decision, we will use the standard contractual clauses adopted by the European Commission.

#### **How long we retain your data**

We do not retain your personal data for any longer than is required for the purposes for which it is processed, unless otherwise required by law.

#### **Your rights**

You have the right to request access to your personal data. If your personal data contains inaccuracies, you may request that we rectify, supplement, delete or block it. You may also request

that we provide your personal data in a portable format, and you may object to our processing of your personal data.

If you have any questions about this privacy statement or if you want to submit a request about the processing of your personal data, please contact us at:

*Hendriks & James*

*Korte Leidsedwardsstraat 12*

*1017 RC, Amsterdam, the Netherlands*

*Chamber of Commerce number: 34203413*