



## Privacy policy Dutch Language Centre

Version 0.1

This page was last modified on June 10, 2018

This privacy policy applies to the services of Dutch Language Centre. You should be aware that Dutch Language Centre is not responsible for the privacy policy of other sites and sources. By using this website you agree to accept the privacy policy.

Dutch Language Centre respects the privacy of all users of its site and ensures that the personal information you provide is treated confidentially.

Our use of collected data:

### Use of our services

When you sign up for one of our services, we ask you to provide personal information. This data is used to perform the service. The data is stored on secure servers of Dutch Language Centre or those of a third party. We will not combine this information with other personal information we have.

### Communication

When you send e-mail or other messages to us, we may retain those messages. Sometimes we ask you for your personal details that are relevant to the situation in question. This makes it possible to process your questions and answer your requests. The data is stored on secure servers of Dutch Language Centre or those of a third party. We will not combine this information with other personal information we have.

### Cookies

We collect data for research in order to gain a better insight into our customers, so that we can tailor our services accordingly.

This website uses "cookies" (text files placed on your computer) to help the website analyze how users use the site. The information generated by the cookie about your use of the website can be transferred to secure servers of Dutch Language Centre or those of a third party. We use this information to keep track of how you use the website, to compile reports on website activity and to offer other services relating to website activity and internet usage.

### Turn off cookies

Most browsers are set to accept cookies by default, but you can reset your browser to refuse all cookies or to indicate when a cookie is being sent. However, some features and services on our website may not function correctly if cookies are disabled in your browser.

### Use by third parties

In some cases we share personal information with third parties. This is the case if we have concluded an agreement with third parties because they perform work for us or have a controlling function. Think of payment institutions, tax authorities, accountants, suppliers of teaching materials, freelancers, cooperation partners. In some cases the information can be shared internally. We do not make your personal data available to third parties for purposes other than those for which you have given us.



## **Purposes**

We do not collect or use information for purposes other than the purposes described in this Privacy Policy unless we have obtained your consent in advance.

## **Consequences of not providing your personal data**

If you do not provide us with the minimum personal data required for our work, we can not provide you with the products and / or services you request.

In our contact forms and accounts we make a distinction between mandatory and non-mandatory fields. We need the required data to do our work. The non-mandatory data helps us to do our work better and you optimize your course. Regardless of the mandatory nature of personal data, we treat all personal data you provide us with the greatest care and confidentiality in accordance with this privacy statement.

## **Questions and complaints about personal data**

Do you have a complaint about the way we handle your personal data? Then we hope that you contact us so that we can go to through complaint with you and resolve it as quickly as possible. But of course you always have the right to submit a complaint to the competent authority (Authority for Personal Data).

## **Changes**

This privacy statement is tailored to the use of and the possibilities on this site. Any changes and / or changes to this site may lead to changes to this privacy statement. It is therefore advisable to consult this privacy statement on a regular basis.

## **View, change or delete personal data**

If you want to view, change or delete your personal data, you can do this as follows: You can mail us at [info@dutchlanguagecentre.nl](mailto:info@dutchlanguagecentre.nl). We ensure that you know what information we have about you, or that your data is corrected or deleted.

## **Adjust / unsubscribe communication**

If you want to adjust your data or want to be deleted from our files, you can contact us. See the contact details below.

## **Questions and feedback**

We regularly check whether we comply with this privacy policy. If you have any questions about this privacy policy, please contact us:

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1013 EJ Amsterdam  
Tel: 020-4206039  
[info@dutchlanguagecentre.nl](mailto:info@dutchlanguagecentre.nl)