

# PRIVACY POLICY

Coloured Circle receives a subsidy from the Municipality of Amsterdam and the West District. As a non-profit organization, we are dependent on subsidies and funds from the government, institutions and companies for the organization of activities. Donations from private individuals also help Coloured Circle. In order to cover the costs, we ask for a financial contribution for some projects.

## **Partners and sponsors**

### **Purposes for processing**

Your personal data may be processed for various purposes. The different purposes are as follows:

### **Request for information**

If you are interested in one of the activities of Coloured Circle, you can request information on our website, by phone or in writing, which we will then send to you by mail and/or post. We will ask you for your name, address and e-mail address. We also ask you to give us your telephone number so that our staff can contact you.

### **Newsletter**

Through the website of Coloured Circle you can subscribe to the newsletter. We will process your name and e-mail address.

### **Social media**

Coloured Circle uses images on social media and the website . When making pictures and videos we ask for verbal or written permission.

### **Services**

If you decide to participate in one of our activities, we will process your name, address, telephone number and e-mail address in our system. The data is processed for the purpose of drawing up agreements, drawing up invoices and other formalities.

### **Financial administration**

Coloured Circle is legally obliged to keep this invoice when it sends you an invoice. The same applies to the sales agreement. Your name, address, e-mail address and telephone number will be processed for the purpose of drawing up the sales agreement and the invoice.

### **Complaint**

If you submit a complaint by e-mail or telephone, we will process your name, address, telephone number and e-mail address in order to deal with the complaint.

### **Contact**

If you want the Coloured Circle to contact you, you can send us an email or call us. In order to be able to respond, we will process your name, address, e-mail address and telephone number.

### **Legal grounds for processing**

Coloured Circle processes personal data for the execution of the agreement(s) concluded between you and Coloured Circle, for the benefit of a legal obligation, in the framework of the representation of justified interests and/or on the basis of permission or legal obligation given by you.

### **Storage periods**

Coloured Circle uses the following retention periods of personal data:

Information request - 3 days after the last contact

Newsletter - To unsubscribe

Service - 5 years after last customer contact

Financial administration - 6 years

Complaint - 31 days after handling the complaint

Contact form - 31 days after processing

Persons can submit a request for deletion in the meantime. This will be done within 7 working days.

### **Processing by third parties**

Coloured Circle processes the aforementioned personal data for its own purposes. However, it does make use of third parties (processors) who, on the basis of their task, also have to deal with your personal data.

### **Security**

We handle the personal data you entrust to us with care and take appropriate technical and organizational measures to protect your personal data. For example, we ensure that only the necessary persons have access to your data.

The Coloured Circle website complies with high quality standards. The web hosting is ISO 9001 and ISO 27001 certified. This means that the standards for international information security are met. A Web Application Firewall has also been implemented as an extra security layer. All data between user and web server is sent via a secure SSL connection.

### **Access, correction and right of objection**

If we are aware of your data, you have the opportunity, upon written request, to view your personal data. If the overview provided by Coloured Circle contains inaccuracies, you can request Coloured Circle in writing to change the details. You can also request Coloured Circle to remove your personal details and you can revoke any permission you have given for the processing of your personal details. If you do not want to be contacted with information about our activities, products and services of

Coloured Circle, you can of course also let us know. Your request(s) will be processed as soon as possible, but in any case within thirty-one days of receipt.

You can send your written requests by e-mail to our data protection officer:

Coloured Circle [administratie@colouredcircle.org](mailto:administratie@colouredcircle.org)

If you do not agree with the way in which we process your personal data and you do not find a solution with us, you have the possibility to file a complaint with the Personal Data Authority. You can send your complaint to:

Personal Data Authority

PO Box 93374

2509 AJ DEN HAAG

### **Adjustments to the privacy statement**

Since we consider your privacy at Coloured Circle to be of great importance and the regulations are constantly evolving, we reserve the right to amend this privacy statement. Changes will also be posted on this website.