# **Privacy Policy**

LBL Consultancy, located at Olmenstraat 33, 2023RN Haarlem, The Netherlands, is responsible for the processing of personal data as outlined in this privacy statement.

# **Contact Information**

Website: https://www.linesbyloes.com

Olmenstraat 33 2023RN Haarlem The Netherlands

Phone: 0031648175968

Marloes Huijsmans is the Data Protection Officer of LBL Consultancy and can be reached via linesbyloes@gmail.com.

#### **Personal Data We Process**

LBL Consultancy processes your personal data when you use our services and/or when you provide these data to us yourself.

Below you will find an overview of the personal data we process, if provided by you:

- First and last name
- Address details
- Email address
- telephone number
- IP address
- Data about your activities and purchases on our website
- Internet browser and device type
- Other personal data you actively provide, for example by creating a profile on this website, in correspondence, and by phone.

# Special and/or Sensitive Personal Data We Process

Our website and/or service does not intend to collect data about website visitors who are under 16 years of age unless they have permission from parents or guardians. However, we cannot verify whether a visitor is over 16 years old. We therefore recommend that parents be involved in their children's online activities to prevent data about children from being collected without parental consent. If you are convinced that we have collected personal data about a minor without permission, please contact us at linesbyloes@gmail.com, and we will delete this information.

# Purpose and Legal Basis for Processing Personal Data

LBL Consultancy processes your personal data for the following purposes:

- Delivering goods and services
- Handling your payment
- Sending our newsletter and/or promotional materials
- Contacting you by phone or email if necessary to provide our services
- Informing you about changes to our services and products

- Providing you the opportunity to create an account
- Analyzing your behavior on the website to improve the website and tailor the offering of products and services to your preferences
- Processing personal data when required by law, such as data necessary for our tax return.

#### **Data Retention Period**

LBL Consultancy retains your personal data as long as necessary to achieve the purposes for which your data is collected. Or until actively removed on your request.

# **Sharing Personal Data with Third Parties**

LBL Consultancy does not sell your data to any third parties and will only provide it if necessary for the performance of our agreement with you or to comply with a legal obligation.

# **Third-Party Services**

Our company is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to sell our products and services to you. Your data may be stored through Wix.com's data storage, databases, and the general Wix.com applications, like Wix Bookings and Wix Store. They store your data on secure servers behind a firewall. All direct payment gateways offered by Wix.com and used by our company adhere to the standards set by PCI-DSS as managed by the PCI Security Standards Council, which is a joint effort of brands like Visa, MasterCard, American Express, and Discover. PCI-DSS requirements help ensure the secure handling of credit card information by our store and its service providers. We also use Google Analytics.

# Cookies

LBL Consultancy uses technical and functional cookies, as well as analytical cookies that do not infringe on your privacy. You can opt out of cookies by adjusting your internet browser settings. To opt out of being tracked by Google Analytics across all websites, visit this link: http://tools.google.com/dlpage/gaoptout.

# **Your Rights**

You have the right to access, correct, or delete your personal data. You also have the right to withdraw your consent or object to the processing of your personal data by our company and the right to data portability. To exercise these rights or for any questions or comments about data processing, please send a specific request to linesbyloes@gmail.com. To ensure that the request for access is made by you, we ask you to include a copy of your identity document with the request. We will respond to your request as soon as possible, but no later than within four weeks.

# Complaints

You have the right to lodge a complaint with the national supervisory authority, the Dutch Data Protection Authority (Autoriteit Persoonsgegevens). You can do so via the following link: https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteitpersoonsgegevens/tip-ons.

# **Security Measures**

LBL Consultancy takes the protection of your data seriously and implements appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure, and unauthorized modification. If you believe your data is not properly secured or if there are indications of misuse, please contact our customer service or linesbyloes@gmail.com.