## Privacy Policy Cam-a-lot Audiovisual Facilities B.V.

Cam-a-lot Audiovisual Facilities B.V., having its registered office at Duivendrechtsekade 65 Amsterdam, is responsible for the processing of personal data as described in this privacy statement.

### Personal data that we process

Cam-a-lot Audiovisual Facilities B.V. processes your personal data because you use our services and/or because you have provided this data to us. In order to execute your agreement that you have concluded with use, we need the following data.

#### Name and address information

Your name is stored because we would rather not address you with just a client number. We need your address and place of residence to, among others, be able to compile invoices, to contact you, and to be able to deliver something to you.

## **Company information**

Keeping personal and business matters is convenient for everyone. That is why we ask for your company name and the address of establishment whenever you hire something from us or hire any kind of service. We may also ask for your Chamber of Commerce number and/or VAT number by way of verification, and we will also store this information. If you are acting on behalf of a company or client, we will link your name to that relevant information.

#### **Email address**

We store your email address so that we can send you messages about your project. Your email address may also be used to keep you up-to-date of the latest developments by way of newsletters. You will always have the option of unsubscribing to these newsletters, of course.

# **Telephone number**

We use your telephone number to contact you and keep you up-to-date on your project. It is sometimes easier to call you than send you emails.

#### **Client number**

When you hire equipment/apparatus or a service from us, we internally create a unique client number for you which we link to your client data.

### **Payment information**

We store your payment information- amongst others your credit card information, your account number and your name as account holder - after we have a concluded a business agreement. With orders, we use both a unique client number and an invoice number which are linked to your client data.

# Other data that we process

We also collect some personal data that is not intended for the execution of an agreement. We do this as based on a legitimate interest or with your consent.

### **Visits to the website & Cookies**

We will ask for your personal data when you fill in our contact form on the website. This data is sent to us with the aid of an encrypted connection and is received by us via email. You will not receive ads from us or be subscribed to the newsletter when you complete this form.

With Google Analytics we keep track of visitor statistics and have placed cookies for this purpose. All of these statistics are anonymised in order to guarantee your privacy. We have concluded a data processing agreement with Google for this and have switched off certain parts of this data.

Data is also not shared with other Google services in combination with the Analytics cookies.

# Recordings made by security cameras & the vault pass

Security cameras have been placed around the building for the main purpose of securing our property. A related effect is that we also use the camera images to trace goods within the building. It is possible that you will be filmed when you enter our building. We do not, however, link these images to any client data named earlier. The cameras do not have audio recording. We store the camera images locally on our server and keep them for 6 months.

If you happen to have a vault pass, we link your unique pass number to your name so that we know who is present in our vault. We also keep track of when and at what time someone with a vault pass checks in and out of the vault.

## Work-related personal data

When you apply to work at our company, we will, of course, want to know what you are capable of. We will verify this as based on your CV, application letter, portfolio or submitted application assignment. We will remove your personal data within 3 months in the event you are not hired.

### Server logs

If you use our services, we will store your data related to the connection with our servers in so-called server logs. These may include your IP address, browser version, and the time of your visit. This data is anonymous and will not be linked to your personal data. We use the data from these logs to fix errors in our systems and to track down persons who may endanger our network so we can subsequently take the appropriate measures.

## Special and/or sensitive personal data that we process:

Our website and/or service is not intended to store data of website visitors that are 16 years old or younger. Not unless, anyway, we have the consent of their parents or guardians. We cannot, however, check whether a visitor is older than 16 years of age. We advise parents to be involved in the online activities of their children in order to prevent that data is collected about our children without parental consent. If you are convinced that we have collected a minor's personal data without consent, please contact us via info@camalot.nl, and we will delete this information.

## **Automated decision forming**

Cam-a-lot Audiovisual Facilities B.V. does not make automated decisions based on processing of matters that can have considerable consequences for persons. This concerns decisions made by a computer programme or computer systems without a human, or for example, an employee of Cam-a-lot Audiovisual Facilities B.V. coming in between.

## Cookies or comparable techniques that we use

COMPANY B.V. only uses technical and functional cookies. And we also use analytical cookies that do not violate your privacy. A cookie is a small text file that is stored on your computer, tablet or smartphone upon your first visit to this website. The cookies that we use are necessary for the technical functioning of the website and your user convenience.

This way, the website will function properly and your preferences are stored. We may also optimise our website with these. You can turn off cookies in your Internet browser by indicating that you do not want your computer to store them. In addition, you can also delete all information that was stored earlier via the settings of your browser.

## Access, editing and removal of data

You have the right to access, edit and remove your personal data. You also have the right to revoke your possible consent for the data processing by Cam-a-lot Audiovisual Facilities B.V. or to object to the processing of your personal data and you have the right to data portability. This means you can submit a request to us to send the personal data that we have about you in a file to you or another company of your choosing. You can send your request for access, correction, removal, portability of your personal data or to revoke your consent or objection to the processing of your personal data to info@camalot.nl. To make sure that the request has been submitted by you, we request that you send a copy of your identity document. Make sure this copy clearly shows your photo, the MRZ machine readable zone, the stroke of numbers at the bottom of the passport, your passport number and your Social Security number. This is to protect your privacy. We try to respond as quickly as possible, within four weeks, to your requests. Cam-a-lot Audiovisual Facilities B.V. would also like to point out that you also have the option of submitting a complaint to the national authorities, the Dutch Data Protection Authority.

This can be done via the following link (*only available in Dutch*): https://www.autoriteitpersoonsgegevens.nl/nl/zelf-doen/privacyrechten/klacht-indienen-bij-de-ap

Once in a while, we will send newsletters. If you already receive these you can unsubscribe at any moment of your choosing. You can do this yourself by clicking on "unsubscribe from the list" at the bottom of the mail. You also have the possibility to have access to the data known to us and to edit this data, and this can be done by clicking on "update your preferences" at the bottom of the newsletter. When you unsubscribe to the newsletter it is possible that you also will no longer receive e-mails about events such as, for example, the Christmas party and showcases.

Cam-a-lot Audiovisual Facilities B.V. will not store your personal data for any longer than is necessary to realise the purposes for which the data was collected.

### How we protect personal data

Cam-a-lot Audiovisual Facilities B.V. considers the protection of your personal data as highly important and we take appropriate measures to prevent and combat unauthorised access, undesired disclosure and unauthorised changes. Cam-a-lot Audiovisual Facilities B.V. has taken the following measures to protect your personal data:

- logical access control to own apparatus, using strong passwords.
- encryption of digital files with personal data
- organisational measures for access security
- security of network connections via Secure Socket Layer (SSL) or Transport Layer Security (TLS) technology. We always send your data via a secured Internet connection. This is represented by the lock symbol found in the "https" address bar.
- Security software, such as a virus scanner and firewall.
- DNSSEC is an extra security in addition to DNS) for the conversion of a domain name (www.camalot.nl) To the linked IP address server name; this features a digital signature. You can have the signature automatically checked. This way, we can prevent that you will be led to a false IP address.

If you have reason to believe that your personal data is still not properly secured or there are indications of misuse, please contact us immediately.

Cam-a-lot Audiovisual Facilities B.V. does not sell your personal data to third parties and shall only provide it when necessary for the execution of our agreement with you and to meet our statutory obligations. We conclude a processing agreement with the companies that process your personal data on our order and this ensures the same level protection of your personal data. Cam-a-lot Audiovisual Facilities B.V. continues to be responsible for this processing.

### **Contact information:**

Cam-a-lot Audiovisual Facilities B.V.
Duivendrechtsekade 65
1096AH Amsterdam
www.camalot.nl
+31206940004