



**WOOD FLOORING**

## **FB Houtdistributeur B.V.**

De Dijken 9, 1747 EE Tuitjenhorn

T : +31 (0) 224 55 1686

F : +31 (0) 224 55 1892

W: [www.fbhout.com](http://www.fbhout.com)

E : [info@fbhout.com](mailto:info@fbhout.com)

Bank : 243123604

Swift Code : ABNANL2A

VAT nr.: NL 8056.58.403.B01

EORI nr.: NL 8056.58.403

K.v.K. : 37.07.61.36

IBAN : NL37ABNA0243123604

# **PRIVACY STATEMENT**

**FB Houtdistributeur B.V.** - FB Houtdistributeur B.V., located at De Dijken 9 1747EE Tuitjenhorn, is responsible for the processing of personal data as shown in this privacy statement.

### **Contact details:**

[www.fbhout.com](http://www.fbhout.com)

De Dijken 9

1747EE Tuitjenhorn

0031224551686

### **Personal data that we process**

FB Houtdistributeur B.V. processes your personal data because you are using our services and/or because you provide this information to us yourself.

Below is an overview of the personal data we process:

- First and last name
- Gender
- Address data(business address)
- Phone number
- E-mail address

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

Our website and/or service does not intend to collect data about website visitors who are younger than 16 years old. Unless they have permission from parents or guardians. However, we cannot check if a visitor is older than 16. Therefore, we advise parents to be involved in the online activities of their children, to prevent data about children being collected without parental permission. If you are convinced that we have collected personal data about a minor without permission, please contact us at [info@fbhout.com](mailto:info@fbhout.com) so we can delete the information.

### **On what purpose and what basis do we process personal information**

FB Houtdistributeur B.V. processes your personal data for the following purposes:

- Handling your payment
- Sending our newsletter and/or brochure
- To call you if necessary to carry out our services
- To inform you about changes to our services and products
- To deliver goods and services to you
- FB Houtdistributeur B.V. analyzes your behavior on the website in order to improve the website and to supply our products to your preferences(no personal data).

### **Automated decision-making**

FB Houtdistributeur B.V. does not take decisions based on automated processing in matters that can have (significant) consequences for people. These are decisions taken by computer programs or systems, without a person(for example an employee of FB Houtdistributeur B.V.) sitting in between. FB Houtdistributeur B.V. does not use relevant computer programs and systems.



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### **How long we store personal data**

FB Houtdistributeur B.V. does not store your personal data longer than strictly necessary to achieve the purposes for which your data is collected and provided by you. We handle the following retention periods for personal data:

- If there has been no active contact for 12 months, the customer will be put on inactive in our system.

### **Sharing personal data with third parties**

FB houtdistributeur B.V. only provides information to third parties when this is necessary for the execution of our agreement with you or to comply with a legal obligation.

### **Cookies, or similar techniques, that we use**

FB Houtdistributeur B.V. does not use cookies or similar techniques.

### **View, modify or delete data**

You have the right to view, correct or delete your personal data that we collected. You also have the right to withdraw your consent to the data processing or to object to the processing of your personal data by FB Houtdistributeur B.V. and you have the right to data portability. This means that you can submit a request to us to send the personal data we have in our computer system to you or another organization mentioned by you.

You can send a request for access, correction, deletion, data transfer of your personal data or request for cancellation of your consent or objection to the processing of your personal data to [info@fbhout.com](mailto:info@fbhout.com).

To ensure that the request for access has been made by you, we ask you to send a copy of your ID with the request. Make, in this copy, your passport photo, MRZ(Machine Readable Zone, the strip with numbers at the bottom of the passport), passport number and citizen service number black. This is to protect your privacy. We respond as quickly as possible, but within four weeks, at your request.

FB Houtdistributeur B.V. would like to point out that you have the opportunity to file a complaint with the national supervisory authority, the Dutch Data Protection Authority. This can be done via the following link: <https://autoriteitpersoonsgegevens.nl/en/contact-dutch-dpa/contact-us>

### **How we protect personal data**

FB Houtdistributeur B.V. takes the protection of your personal data very seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you have the impression that your data is not secure or their indications of misuse, please contact our customer service at [info@fbhout.com](mailto:info@fbhout.com). FB Houtdistributeur B.V. has taken the following measures to protect your personal data:

- Security software, like a virus scanner and a firewall.
- TLS(in the past SSL). We send your data via a secured internet connection. You can see this at the address bar 'HTTPS' and the padlock in the address bar.
- DKIM, SPF, and DMARC are three internet standards that we use to prevent you from receiving e-mails on our behalf that contain viruses, spam or are meant to get personal (login) data.
- DNSSEC is an extra security (in addition to DNS) for converting a domain name(#company\_website) to the associated IP address(server name); it is provided with a



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digital signature. You can have this signature checked automatically. In this way, we prevent you from being redirected to a false IP address.