

Privacy Policy

Tom Knol

EN V1.1 – Published December 5, 2024

1. Data Controller

Tom Knol is responsible for processing personal data as described in this privacy policy.

Contact details:

Email: hello@tomknol.nl

Phone: +31646444510

2. Personal Data We Process

We process personal data that you provide to us yourself, for example via:

- Filling out a contact form on our website
- Placing an order or entering into an agreement
- Contacting us by phone, email, or other communication channels

The data we may collect includes:

- First and last name
 - Address details
 - Phone number
 - Email address
 - Company name (if applicable)
 - Other information you actively provide, such as in emails or during meetings
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3. Purposes of Data Processing

We use your personal data solely for the following purposes:

- Performing our services and fulfilling assignments
 - Maintaining contact, answering questions, and sharing updates
 - Sending quotations, invoices, and other administrative correspondence
 - Improving our services and website
 - Complying with legal obligations, such as tax regulations
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4. Data Retention

We do not retain your data longer than necessary for the purposes described above. In most cases, we retain data for up to 7 years, in accordance with legal retention obligations.

5. Sharing Data with Third Parties

We only share your personal data when necessary, for example with:

- Administrative service providers (for invoicing and bookkeeping)
- Suppliers involved in the execution of assignments

We enter into data processing agreements with these parties to ensure your data is properly protected.

6. Data Security

We take appropriate technical and organizational measures to protect your data against loss, misuse, or unauthorized access. Examples include:

- Secure (SSL) connections on our website
 - Restricted access to data to authorized personnel only
 - Regular updates and security checks on our systems
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7. Your Rights

You have the right to:

- Request access to your personal data
- Request correction of incorrect or incomplete data

- Request deletion of your data, if not in conflict with legal obligations
- Object to the processing of your data
- Request data portability to another party
- File a complaint with the Dutch Data Protection Authority (Autoriteit Persoonsgegevens) if you believe we have not handled your data correctly

Requests can be sent to: hello@tomknol.nl

8. Cookies

Our website uses cookies to improve functionality and user experience. Please refer to our cookie policy for more information.

9. Changes to This Privacy Policy

We reserve the right to modify this policy. We recommend reviewing this document regularly to stay informed of any changes.

If you have questions about this privacy policy, please contact us at hello@tomknol.nl.