Organisation in Design respects your privacy and is committed to protecting your personal data. As such, we have developed a policy that provides insight into the data that we collect and our terms of use with regards to the various types of information outlined below. Please read our privacy policy carefully to get a clear understanding of why and how we collect, use, protect or otherwise handle data using multiple systems. This Privacy Policy was updated last 17 December 2018 and replaces all earlier versions.

**Important information and who we are**

**Purpose of this privacy policy**
This privacy policy aims to give you information on how we collect and process your personal data, including any data you may provide to us directly via our website or otherwise. It is important that you read this privacy policy so that you are fully aware of how and why we are using your data.

**Controller**
Organisation in Design is the controller and responsible for your personal data (collectively referred to as the Company, we, us or our in this privacy policy). If you have any questions about this privacy policy, including any requests to exercise your legal rights, please contact us using the details set out below.

**Contact details**
Full name of legal entity: Organisation in Design B.V. with KVK number 30283392, BTW/VAT number: NL 822071149B01 and whose registered office is at Nicolaasweg 142, 3581 VL Utrecht, the Netherlands.

Email address: administration@organisationindesign.com
Postal address: Nicolaasweg 142, 3581 VL Utrecht, the Netherlands
Telephone number: +31 (0) 302716311

You have the right to make a complaint at any time to the Autoriteit Persoonsgegevens (AP), the Dutch supervisory authority for data protection issues (www.autoriteitpersoonsgegevens.nl). We would, however, appreciate the chance to deal with your concerns before you approach the AP so please contact us in the first instance.

**Changes to the privacy policy and your duty to inform us of changes**
This version was last updated on 17 December 2018. It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

**Third-party links**
Our website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy policy of every website you visit.

**The data we collect about you**
Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).
We may collect, use, store and transfer different kinds of personal data about you which we have grouped together follows:

- **Identity Data** includes first name, last name or similar identifier, job title.
- **Contact Data** includes address, email address and telephone numbers.
- **Financial Data** includes bank account and payment card details.
- **Transaction Data** includes details about payments to and from you and other details of products and services you have purchased from us.
- **Technical Data** includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access our website.
- **Profile Data** includes your username and password, your interests, preferences, feedback and survey responses.
- **Usage Data** includes information about how you use our website, products and services.
- **Marketing and Communications Data** includes your preferences in receiving marketing from us, and our third parties and your communication preferences.

We do not collect any Special Categories of Personal Data about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data). Nor do we collect any information about criminal convictions and offences.

**If you fail to provide personal data**

Where we need to collect personal data by law, or under the terms of a contract we have with you and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to provide you with goods or services). In this case, we may have to cancel a product or service you have with us but we will notify you if this is the case at the time.

**How is your personal data collected?**

We use different methods to collect data from and about you including through:

**Direct interactions.** You may give us your Identity, Contact and Financial Data by filling in forms or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide when you:
- avail of our services;
- subscribe to our newsletters;
- create an account on our application program **Ace**;
- enter a survey, or
- give us some feedback.

**Newsletters**

Via our website you can subscribe to our newsletter. Here we keep you updated about our projects and PR clients. Your e-mail address will be added to the list of subscribers with your permission once filled in online on our website. These data are stored until you cancel your subscription. Below each press release / newsletter you’ll find several options to adjust your preferences. You are able to cancel your subscription for separate mailing lists, you are able to cancel your subscription for all mailings and you’re able to update your personal information. For our contact database and newsletters we use **Mark-I E-mail Marketing Software**. Your personal data will be processed in accordance with their Privacy Policy and Terms. When registering for our newsletter, we require you to enter your first name, last name, e-mail address, country and field of work. You can also voluntarily enter your company name and job title.

**Social media**

We would like to inform you about our latest projects. We do this through newsletters by e-mail and via social media. If you unfollow our social media accounts, we can no longer share any new
information with you. Use the unsubscribe option for the channels for which you have previously granted consent. In addition, our website and newsletter include buttons to be able to promote or share pages on social networks such as Facebook, Pinterest, LinkedIn, Instagram and Twitter. These buttons are created by means of a code that is provided by the social media network itself. This code will among other things install a cookie on your computer. Please read the privacy statements at Facebook, Pinterest, LinkedIn, Instagram and Twitter, to see what they do with your personal data which they process with this code.

**Application program**
When registering for any of our other services such as our application program *Ace* you may be asked to enter personal information such as your name, e-mail address, company name, address, website and phone number and optionally additional information about yourself or your business in light of the project you’re applying for.

**Business cards / flyers**
At events or during design weeks we receive several business cards and flyers with contact details. These contact details are saved into our CRM system. At the event these contacts are asked to subscribe to our newsletters and press releases. They can do so by entering a subscription form online. Afterwards they will receive a confirmation of their opt-in. Contacts who – for some reason - didn’t fill in the subscription form will receive a one-time mailing after the event with an option to subscribe and stay up to date. When they don’t subscribe they won’t receive any more mailings for our mailing system. We behold the rights to reach out to those contacts by a personal e-mail or phone call.

**Automated technologies or interactions.** As you interact with our website, we may automatically collect Technical Data about your equipment, browsing actions and patterns. We collect this personal data by using cookies, server logs and other similar technologies. We may also receive Technical Data about you if you visit other websites employing our cookies. Cookies are small files which we use to save information so you do not always have to fill it in. In addition, we register your website visit. You can switch off the installation of cookies via your web browser, but the risk is that some parts will no longer function properly.

**How we use your personal data and for which purpose**
We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we are about to enter into or have entered into with you.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal or regulatory obligation.

You are free to explore our websites without providing any personal information. We collect information from you when you subscribe to a newsletter, respond to a survey, fill out a form or enter information either on our websites or in our application program. We do this in order to be able to personalise your experience and deliver the type of content and offerings that you are most likely to be interested in. Collecting these data also allows us to better service you responding to your customer service requests and to administer promotions, surveys or other site features. Lastly we follow up with them after correspondence (live chat, email or phone inquiries).

**Change of purpose**
We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.
Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

**Disclosures of your personal data**
We may have to share your personal data with external Third Parties. Third parties to whom we may choose to sell, transfer, or merge parts of our business or our assets. Alternatively, we may seek to acquire other businesses or merge with them. If a change happens to our business, then the new owners may use your personal data in the same way as set out in this privacy policy. We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

**Third Parties:**
- Service providers who may act as processors based inside or outside the EU and who provide IT, system administration and other services.
- Professional advisers who may act as processors including lawyers, bankers, auditors and insurers based inside or outside the EU who provide consultancy, banking, legal, insurance and accounting services.
- Tax authorities, regulators and other authorities who may act as processors based inside or outside the EU who require reporting of processing activities in certain circumstances.

**Security of Your Personal Information**
Personal data security is very important to us. We do not sell or trade to outside parties your personal information and ensure that your data are properly secured with us. We are always updating our security and pay close attention to what can go wrong.

**Your legal rights**
Under certain circumstances, you have rights under data protection laws in relation to your personal data.

You have the right to:

- **Request access** to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

- **Request correction of the personal data** that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.

- **Request erasure** of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.

- **Object to processing** of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.
Request restriction of processing of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data’s accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

Request the transfer of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.

Withdraw consent at any time where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.

If you wish to exercise any of the rights set out above, please contact us by emailing administration@organisationindesign.com.

No fee usually required
You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

What we may need from you
We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

Time limit to respond
We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

Terms of Use Policy
When we have no on-going legitimate business need to process your personal information, we securely delete the information or anonymize it. If this is not immediately possible, then we will securely store your data and isolate it from any further processions until deletion is possible. We will delete the information from the servers at an earlier date if you so request, e.g. by opting out and/or unsubscribing either by mailing us or using the unsubscribe button. Upon request, we will provide you with information about whether we hold any of your personal information. You can review, update, or correct this personal information by emailing administration@organisationindesign.com. Clients cannot opt out of receiving transactional emails related to their account with us.
Contact Us
In case of any further questions, inquiries or other requests, you may contact us using the information below.
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