

## Privacy Statement

memotion, based at Grianestraat 4c, Amsterdam, the Netherlands, is responsible for the processing of personal data as stated in this privacy statement.

### Contact details

[www.memotion.eu](http://www.memotion.eu)

[memotionamsterdam@gmail.com](mailto:memotionamsterdam@gmail.com)

Grianestraat 4c, 1055EX, Amsterdam, the Netherlands

06-17466851/ 06-16951135

### Personal data which we process

Memotion processes your personal data because you use our services and/or because you provide us with them yourself. Below you can find an overview of the personal data which we process:

- Contact details such as: name and surname, phone number, address, email address
- Personal details necessary for invoicing or financial administration such as: bank account number
- Details about your child such as: name, date of birth, reason/goals for participation
- If necessary for the care of your child we may also process relevant data from school staff such as teachers or student support department
- Other personal data which you actively provide through correspondence by email, phone, social media
- Personal or health and wellbeing related information which may come up during sessions or during the use of our services
- Data from your visits to our website

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

We may process personal data about health and wellbeing to be able to carry out our services in the best way possible.

memotion does not intend to collect data about website visitors younger than 16 so we recommend that parents are involved in their children's online activities to avoid information being collected about them without parental permission. If you believe

we have collected data about a minor please contact us ([memotionamsterdam@gmail.com](mailto:memotionamsterdam@gmail.com)) and we will delete the information.

### **Purpose of data processing**

memotion processes your data for the following reasons:

- To send you our newsletter/updates
- To be able to contact you if necessary to carry out our services
- To inform you of changes in our services
- To allow you to sign up to our services, and therefore provide you with our services
- To be able to offer tailor-made offers
- To improve our website and communication
- To carry out administrative/financial requirements

### **Automatized decision making**

memotion does not make automatized decisions about things which could have a (significant) impact on people. This refers to decisions made by computer programmes or systems without there being a person (e.g. employee of memotion) in between.

### **How long we keep your data**

memotion does not store your personal data longer than is strictly necessary to achieve the purpose(s) for which your data is collected. This means that we only keep the data as long as is needed to achieve the purposes mentioned above, or to comply with fiscal, legal, or professional guidelines.

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

memotion does not sell your personal data to third parties and will only provide this information to them if this is necessary for the execution of our agreements or to comply with a legal obligation. memotion will conclude a processor agreement with companies that process your data on our behalf, to ensure the same level of security and confidentiality of your data. memotion remains responsible for these processing operations.

memotion may make use of third parties for the delivery of IT services such as the website. For example, MailChimp is used to collect and save your data in order to send you the newsletter. [Click here for the privacy policy of MailChimp](#)  
memotion uses Wix.com as a platform for the website. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall.

[Click here for the privacy policy of Wix.com](#)

## **Cookies**

A cookie is a small text file that is stored on your computer, tablet or smartphone when you first visit this website. Wix.com uses cookies necessary for the technical operation and safety of the website and your ease of use. They ensure the website works properly. Wix.com can share this information with third parties if they are legally required to do so, or in as far as third parties process the information for Wix.com.

The website also uses Google Analytics. Google Analytics uses cookies to analyse how the website is used. memotion does not share data with Google, has anonymised IP-addresses, and does not make use of other Google services or tools.

On your first visit to our website we informed you about the cookies and asked for your permission to place them. You can opt out of cookies by setting your internet browser so that it does not store cookies anymore. In addition, you can also delete all information previously saved via the settings of your browser. More information can be found [here](#).

## **Viewing, modifying, or deleting personal data**

You have the right to view, correct or delete your personal data. In addition, you have the right to withdraw your consent to the data processing or to object to the processing of your personal data by memotion. You also have the right to data portability. This means that you can submit a request to us to send the personal information we hold in a digital file to you or another organization. You can request access, correction or deletion; a request for the transfer of your personal data; withdrawal of your consent; or object to data processing by sending an email to [memotionamsterdam@gmail.com](mailto:memotionamsterdam@gmail.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. Your photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and social security number can not be visible on this copy. This is to protect your privacy. We will respond to your request as soon as possible, but in any case within four weeks.

## **Submitting a complaint**

If you believe memotion has made a mistake while performing its work, you can file a complaint. The director(s) of memotion will deal with your complaint, and will make a decision about your complaint.

If you believe that your complaint has not been dealt with satisfactorily after completion of the procedure, you can send a complaint to the Dutch national supervisory authority (Autoriteit Persoonsgegevens) within 6 weeks of receiving the decision from memotion. You can do so [here](#).

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

memotion has taken appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification of your personal data. If you have the impression that your data is not properly secured or there are indications of abuse, please contact us ([memotionamsterdam@gmail.com](mailto:memotionamsterdam@gmail.com)).

### **Updating our privacy statement**

memotion reserves the right to change this privacy statement at any time. Changes will be published on our website. We recommend that you regularly visit our website for the most recent version of this document.

*Last updated on 7.5.2020*