Qualigraf
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Privacy Statement

1. A summary of the personal data we process

A. Privacy?

I. Qualigraf takes your privacy very seriously. We process personal data about you because you use our website, our services and also because you provide this information to us.

II. We do our utmost to process the information you have provided in a careful manner. This privacy statement gives you a clear overview of what personal data we process, how we handle your personal data and also explains as clearly as possible why we collect it.

III. In the context of the General Data Protection Regulation, Qualigraf is a data controller.

B. Summary

I. We do our utmost to process the information you have provided in a careful manner. Through this privacy statement, we provide you with a transparent and clear overview of:
   A. The purposes for which we process your personal data.
   B. Which personal data we may process about you.
   C. How long we will retain your personal data.
   D. Which (sub-)processors we use in the processing of your personal data.

E. Which rights you have under the GDPR with regard to the processing carried out by Qualigraf.
F. The measures we take to protect your personal data.

2. A summary of the personal data we process

A. From you as a visitor of this website

I. First and last name
II. Organization name
III. Email address
IV. Phone number
V. Other personal data that you actively provide
VI. Location
VII. Data about your activities on our website
VIII. IP address
IX. Type of browser and device

3. Sensitive personal data we process

A. Minors

I. Our website and services do not intend to collect data about visitors who are under the age of 16, with the exception of given permission from parents or guardians. Qualigraf cannot check if a visitor is older than the age of 16, therefore we advise parents to be involved in the online activities of their children. This way, we can prevent data on children from being collected without parental consent

B. Please contact usif we have done something wrong

I. If you are convinced that we have collected personal data about a minor without the aforementioned consent, please contact us via info@qualigraf.nl. We will delete this data immediately.

4. Why we need your data and for how long

A. Qualigraf processes your personal data with the following purposes:

I. To be able to e-mail you when this is necessary to provide our service.
II. To send you free tips on organizing and supporting meetings.
III. To send you our newsletter when you have subscribed to it.
IV. To give you the opportunity to request a demo or a free trial account via the website.
V. To send you information upon request in response to the contact form.
VI. To analyze your behavior on the website in order to improve our website and tailor it to your preferences.
VII. To properly register, follow up on, and handle your submitted complaint with due care.

B. The duration for which we store your data

I. Qualigraf uses different retention periods. Data stored in WordPress are deleted after 2 months. Personal data stored in Inboxify will be deleted when the customer unsubscribes for the newsletter. Finally, we store personal data in our CRM system as long as this is relevant to a (potential) commercial relationship. Do you want extra information about our retention periods in your specific case, please contact us via: info@qualigraf.nl.

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5. Processing by third parties

I. Besides the cookies we use, as described in our cookie declaration, we also share the data we collect from you on our website with the following third parties:
   A. We store the personal data you enter on the site when you sign up for the newsletter or the free meeting tips in Inboxify. We have entered into a data-processing agreement with Inboxify to ensure a similar level of security and confidentiality. Qualigraf remains the controller.
   B. The data you enter into a form on the site is registered by both our mailing system and WordPress. Our mailing system sends the data to the right people to ensure the correct follow up of your request/your question. Our WordPress backup system allows us to check which question or which request you've sent us, even if the connection between the site and our mailing system were to fail. After six months, we delete all data.
   C. We have made good agreements with the above processors. We force these third parties to use at least the same level of data protection as we offer you as data controller.

6. Mapping out your visit of our website

A. Cookies

I. Qualigraf uses cookies different types of cookies:

   A. *Functional cookies:* Functional cookies: These are cookies with a purely technical functionality. These ensure that the website works properly, so that it can, for example, remember your preferred settings. Using these, we can also optimize our website and the services through our website.

B. *Analytic cookies by third parties*: These cookies can keep track of your online behavior. These cookies are placed when using analytical service providers, such as Google Analytics.

C. *Tracking cookies.* These cookies are placed by an external party. By reading these cookies the advertiser recognizes you when you visit a site in which he is also involved. If you continue browsing, personalized ads can be shown. These cookies can also keep track of your online behaviour, which may result in a very specific profile being built by these parties. This profile can be so detailed that it is considered personal data.

B. Cookie notification and what to do when you don't like cookies

I. Your cookie settings were set by you on your first visit to our website. All nonfunctional cookies can be denied per category. Placement of cookies, other than functional or anonymous analytical cookies, takes place only after an active action by you as a visitor. You can change yoursettings at any time via our website.

7. Accessing, adjusting or deleting your data

A. Your rights

I. You have the right to:
   A. access your personal data;
   B. request an adjustment of your data
   C. request that we process less of your personal data;
   D. apply for the removal of your data;
   E. have your data transferred to someone else and;
   F. file a complaint as described in article 8.

8. Right to complain

A. Internal handling

I. If you have any complaints about the processing of (personal) data, Qualigraf would like to clear the air with you in mutual consultation. Please send your complaint to info@qualigraf.nl.

B. Data Protection Authority

I. Based on the General Data Protection Regulation, you have the right to submit a complaint to your own Data Protection Authority about our processing of your personal data. You can contact the lead supervisory authority of Qualigraf which is the Dutch DPA (Autoriteit Persoonsgegevens).

9. Secure connection using SSL encryption

A. SSL

I. To protect you as a website visitor, Qualigraf uses secure encryption technologies. Using SSL (Secure Socket Layer) your personal data is encrypted (not visible to third parties) on our site. This way, you can be sure that your data will only be visible to you and our server.We use SSL-encryption on all parts of oursite where your data is used, such as when filling out the contact form. You can check and recognize this yourself. When you are on an encrypted part of oursite, you will see a (green) lock symbol appearing in the lower-right or top-left corner of your browser. In addition, the URL of http:// changes to https:// which also indicates that the page is secure.

B. We take security very seriously

I. Qualigraf takes the protection of your data very seriously and therefore takes appropriate measures to prevent misuse, loss, illegal access, unwanted disclosure and unauthorized modification. If you feel that your data is not properly secured or if there are indications of abuse, please contact us directly at info@qualigraf.nl.

10. Changes to this privacy statement

A. Changes

I. As Qualigraf continuously evaluates its own policies and new processing purposes may be added to our website(s), changes may be made to this privacy statement. In the event of any changes, we will inform you as a website visitor by updating the version number below.

B. Version

I. The current version is 20260507.

11. Questions

A. Contactpersoon

II. Qualigraf has appointed a Privacy Officer to oversee and support compliance with the GDPR. If you have any comments regarding this privacy statement or any questions about the processing of your personal data, you can contact us via info@qualigraf.nl.

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Contact

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