

## **Palaeontologica Belgica,**

located at Oostvaardijk 61 Grimbergen, is responsible for the processing of personal data as stated in this privacy statement.

### **Contact details:**

<https://www.palaeontologica-belgica.org/>

Oostvaardijk 61 Grimbergen (Belgium)

Anthonie Hellemond is the Data Protection Officer of Palaeontologica Belgica. He/she can be reached via [palaeontologica.belgica@gmail.com](mailto:palaeontologica.belgica@gmail.com).



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

Palaeontologica Belgica does not process personal data because no personal data can be left on our site. We also do not use social media plugins.

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

Our website and/or service does not intend to collect information about website visitors under the age of 16. Unless they have parental or guardian permission. However, we cannot verify whether a visitor is over 16 years of age. We encourage parents to be involved in their children's online activities in order to prevent the collection of information about children without parental consent. If you believe that we have collected personal information about a minor without that consent, please contact us at [palaeontologica.belgica@gmail.com](mailto:palaeontologica.belgica@gmail.com) and we will delete that information.

### **For what purpose and on what basis we process personal data**

Palaeontologica Belgica processes your personal data for the following purposes:

- Sending our newsletter and/or advertising brochure
- To be able to call or e-mail you if this is necessary in order to carry out our services
- Inform you about changes to our services and products
- To deliver goods and services to you
- Palaeontologica Belgica also processes personal data if we are legally obliged to do so, such as data we need for our tax return.

### **Automated decision making**

Palaeontologica Belgica does not take decisions on the basis of automated processing on matters that may have (significant) consequences for individuals. These are decisions that are made by computer programs or systems, without a human being (e.g. an employee of Palaeontologica Belgica) in between. Palaeontologica Belgica uses the following computer programs or systems:

### **How long we retain personal data**

Palaeontologica Belgica does not retain your personal data longer than is strictly necessary to achieve the purposes for which your data are collected. We apply the following retention periods for the following (categories of) personal data:

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

Palaeontologica Belgica will only provide to third parties and only if this is necessary for the performance of our contract with you or to comply with a legal obligation.

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

Palaeontologica Belgica only uses technical and functional cookies. And analytical cookies that do not infringe your privacy. A cookie is a small text file that is stored on your computer, tablet or smartphone the first time you visit this website. The cookies we use are necessary for the technical functioning of the website and for your ease of use. They ensure that the website works properly and remember, for example, your preferred settings. They also enable us to optimise our website. You can unsubscribe from cookies by setting your internet browser in such a way that it no longer stores cookies. In addition, you can also delete all information previously stored via your browser's settings.

### **Viewing, adjusting or deleting data**

You have the right to view, correct or delete your personal data. You can do this yourself via the personal settings of your account. In addition, you have the right to withdraw your possible consent for the data processing or to object to the processing of your personal data by our company and you have the right to data transfer. This means that you can submit a request to us to send the personal data we hold about you in a computer file to you or another organisation you have mentioned. If you wish to exercise your right of objection and/or right to data transfer or if you have any other questions/remarks regarding the data processing, please send a specified request to [palaeontologica.belgica@gmail.com](mailto:palaeontologica.belgica@gmail.com). To ensure that the request for inspection has been made by you, we ask you to enclose a copy of your proof of identity with the request. In this copy, make your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and Burgerservicenummer (BSN) black. This is to protect your privacy. Palaeontologica Belgica will respond to your request as soon as possible, but in any case within four weeks. Palaeontologica Belgica would also like to draw your attention to the fact that you have the possibility to lodge a complaint with the national supervisory authority, the Personal Data Authority. This can be done via the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

### **How we secure personal data**

Palaeontologica Belgica takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorised access, unwanted disclosure and unauthorised modification. If you have the impression that your data is not properly secured or there are indications of misuse, please contact our customer service or via [palaeontologica.belgica@gmail.com](mailto:palaeontologica.belgica@gmail.com).

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