

PRIVACY STATEMENT

This page was last reviewed on 9th March, 2020

We are aware that you put your faith in us. Therefore, we see it as our responsibility to protect your privacy. On this page you can read about the data we collect when you use the website and/or services of de Kattekop Day Care Centre, why we collect this data, and how we improve your user experience.

De Kattekop Day Care Centre respects the privacy of all users of its website and takes care to make sure that the personal information that you trust us with is treated as confidential.

De Kattekop Day Care Centre acts in accordance with the General Data Protection Regulations.

Who is de Kattekop Day Care Centre?

De Kattekop Day Care Centre is established at Wassenaarseweg 8, post code 2333 AK in Leiden and is registered at the Chamber of Commerce as number 41166057, and is specialised in providing day care services for children.

Which personal details does the Kattekop Day Care Centre collect and use?

On de Kattekop Day Care Centre website you can see which services we offer and you can complete a registration form, then send it by email. We ask you to provide the following (personal) details:

- Name and address details
- Telephone numbers
- Email address
- Details about your link with Leiden University
- Details about your children

On de Kattekop Day Care Centre website you can complete a question form, then send it by email. We ask you to provide the following (personal) details:

- Name
- Telephone number
- Email address
- Your question

On the website you can log in to the photo album. To register for this we ask you for your:

- Email address and password

When you send us emails or other messages, we save these messages. We sometimes ask you for personal details that we need and are relevant for a certain situation. This is so that we are able to answer your query or request. The data is stored on de Kattekop Day Care Centre's own secured servers or on servers belonging to a third party within the EEA.

So that optimal use can be made of our website, any automatically generated information about your use of our website is collected and used. Optimizing the service includes technical adjustments, such as displaying the webpages correctly and securing the website.

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The information that is collected is: the type of device you are using (computer, mobile phone, tablet), your IP address (the number that identifies your equipment), the type of browser, the operating system you use, the pages that you have visited on our website and the items you have looked at. We also record the hostname belonging to the IP address, log-in session details and the selected values.

What is the collected information used for, and on the basis of which law may it be used?

Your information will be used for the following purposes, and it may be used on the basis of the following laws. It won't be kept for any longer than is strictly necessary in order to achieve what it has been collected for. If the amount of time that it may legally be saved is restricted, this restriction will of course be upheld. In a number of cases, no restriction applies, so then the general rule from the Data Protection Act (AVG in the Netherlands) will be upheld. De Kattekop Day Care Centre will continue to establish a policy about saving information on a case-by-case basis.

Category of Data	Retention Period	Legal basis
Name & Address details	Maximum 7 years	Contract
Telephone & email address	Maximum 7 years	Contract
Bank details	Maximum 7 years	Contract
BSN and dates of birth	Maximum 7 years	Legal obligation ⁽¹⁾
Other personal details	Maximum 2 years	Permission

⁽¹⁾Statutory tax obligation due to transfer to the Tax Authorities regarding the parental contribution.

Your data needs to be used for:

- implementing the contract for your child's placement
- informing you about our services
- invoicing, and reconciling your payments
- providing your data to third parties when legally required
- providing your data to third parties in order to implement the contract for your child's placement

In some incidental cases, the information may be shared internally, when it is needed in order to provide a service. Employees of de Kattekop Day Care Centre are obliged to treat all of your personal information as confidential and have signed a confidentiality agreement for this purpose.

Where are your personal details stored?

Your details are saved on our own secured servers or on a third party's secured server. De Kattekop Day Care Centre uses servers with the EEA.

How is your personal information protected?

De Kattekop Day Care Centre takes the protection of your data very seriously and takes the appropriate measures to prevent the misuse, loss, unauthorised access, unwanted disclosure and unauthorised modification of it. If you think that your data is insufficiently protected or if there are indications that it is being misused, please contact us immediately at info@dekattekop.nl.

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Cookies

De Kattekop Day Care Centre can make use of cookies via this website. Through this, information in the form of a text file is saved on your device's hard drive. Cookies are used so that the website can provide information in a user-friendly way, or to gain information about the quality or effectiveness of the website.

Accessing, amending or deleting data

You have the right to see, correct or delete your personal data. Should you so wish, you also have the right to withdraw your permission to use the data or to object to your data being used by de Kattekop Day Care Centre, and you have the right to data portability. This means that you can ask us to send the personal details that we have about you stored on a computer file to you or another third party named by you.

You can send a request to access, correct, change or transfer your personal details, or your request to withdraw your authorisation, or your objection to the use of your personal details to info@dekattekop.nl.

In order to confirm the validity of the request to access, correct, change or transfer your personal details, or the request to withdraw your authorisation, or your objection to use your personal details, and to ensure that this request has come from you, we may ask you to provide identification. We will respond to your request as quickly as possible, and certainly within four weeks.

De Kattekop Day Care Centre would also like to point out that you can file a complaint with the Dutch Data Protection Authority (Autoriteit Persoonsgegevens), the national regulator, at any time. You can do this by using the following link:

<https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

Can this privacy statement be changed?

This privacy statement can be changed. These changes will be announced on this website and the date that they were last changed will be shown. We therefore advise you to regularly take a look at this privacy statement.

Questions and feedback

De Kattekop Day Care Centre regularly checks to make sure that this privacy statement continues to be complied with. If you have any questions about this privacy statement, please contact us via info@dekattekop.nl.