

ORANGE ARCHITECTS

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## privacy statement

This privacy statement explains which information ORANGE ARCHITECTS collects and how we use and process this information.

## processing personal data

ORANGE ARCHITECTS processes your personal data by using our services and / or by providing it to us. ORANGE ARCHITECTS processes this data for business purposes.

### 1. services

Types of data we collect and process:

- First and Last name
- Name and address of company/organization
- Job title
- E-mail address
- Telephone number and/or mobile phone number
- Website
- Skype name
- Project number/name that you are involved with
- IP-addresses, location details, activity on our website, internet browser and type of device if you visit our website
- Bank account number if we need to make a payment to you / or if you need to make a payment to us.
- VAT number, Chamber of Commerce number, and other information stated on your invoice.

ORANGE ARCHITECTS processes this information for the following purposes:

- to make it possible for you to use our service
- to have and maintain a business relation with you
- to send invoices and administer payments

### 2. job applications

ORANGE ARCHITECTS collects and processes personal data of applicants by personal contact, by post, by e-mail and/or telephone calls. Types of data ORANGE ARCHITECTS collects and processes:

- First and Last name
- Address
- E-mail address
- Telephone number and/or mobile phone number
- Website
- Skype name
- CV
- Motivational letter
- Portfolio
- Notes from interview

This data is relevant for the job application procedure and will be deleted ultimately 2 years after receipt of the application.

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**automated decision-making**

ORANGE ARCHITECTS does not make decisions based on automated processing about matters that have (substantial) consequences for people. These are decisions that are made with computer programs or systems, without any human interference.

**storage of your data**

ORANGE ARCHITECTS stores your personal data only for the period that is strictly necessary to realize the goals of which your data is collected and processed for.

**disclosing personal data to third parties**

ORANGE ARCHITECTS does not sell your personal data to third parties and only discloses your data to other parties if this is necessary for the execution of your agreement with you or to meet legal requirements. With other parties that process your personal data we conclude a processing agreement to ensure the same level of protection and privacy of your data.

ORANGE ARCHITECTS will stay responsible for the processing by third parties.

**visiting our website**

The website of ORANGE ARCHITECTS only uses technical and functional cookies (IP-addresses, location data, and user data). These cookies are used by Google Analytics to keep generate statistics of our website. This is done by Google.

Read more about the privacy protocol of Google by clicking on the following link;

<https://www.google.com/intl/nl/policies/privacy/>

The statistics show the visit- and clicking behaviour on our website. This data will not be shared with third parties.

You can unsubscribe from these cookies by changing the setting of your browser, in this way that it does not collect cookies. Besides that it is also possible to delete all previous saved cookies and data in these settings.

**rights**

You have the right to access, correct or have your data removed. Besides that you have the right to revoke your permission for processing your data, object to the processing of your data and the right to data portability. Only if these do not go against our lawful obligations.

You can request access, correction, removal, portability, revoke your permission or object to processing your data by sending an e-mail to [info@orangearchitects.nl](mailto:info@orangearchitects.nl)

**protection of your data**

ORANGE ARCHITECTS takes the protection of your data seriously and takes the appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unlawful change.

If you feel like your data is not being protected or if there are clues of misuse, please contact us by sending an e-mail to [info@orangearchitects.nl](mailto:info@orangearchitects.nl)