



## **PRIVACY POLICY**

APTUM / Ontwerpduo V.O.F.

This page was last modified on 29-04-2020.

We are aware that you trust us. We therefore see it as our responsibility to protect your privacy. On this page we let you know what information we collect when you use our website, why we collect it and how we use it to improve your user experience. This way you understand exactly how we work.

This privacy policy applies to the services of APTUM / Ontwerpduo V.O.F. You should be aware that APTUM / Ontwerpduo V.O.F. is not responsible for the privacy policy of other sites and sources. By using this website you agree to the privacy policy.

APTUM / Ontwerpduo V.O.F. respects the privacy of all users of its site and ensures that the personal information you provide is treated confidentially.

### **Use of our services**

When you sign up for one of our services, we ask you to provide personal information. This data is used to perform the service. The data is stored on secure servers of APTUM / Ontwerpduo V.O.F. or those of a third party. We will not combine this data with other personal data that we have.

### **Communication**

When you send e-mail or other messages to us, we may save those messages. Sometimes we ask you for your personal details that are relevant to the situation in question. This makes it possible to process your questions and answer your requests. The data is stored on secure servers of APTUM / Ontwerpduo V.O.F. or those of a third party. We will not combine this data with other personal data that we have.

### **Cookies**

We collect data for research in order to gain a better understanding of our customers, so that we can tailor our services accordingly.

This website uses “cookies” (text files placed on your computer) to help the website analyze how users use the site. The information generated by the cookie about your use of the website can be transferred to secure servers of a third party. We use this information to keep track of how you use the website, to prepare reports on website activity and to offer other services related to website activity and internet use.

### **Google Analytics**

We use Google Analytics to keep track of how visitors use our website. We have signed a data processing agreement with Google to make agreements about the handling of our data. Furthermore, we have not allowed Google to use the obtained Analytics information for other Google services, and finally we anonymize the IP addresses.

### **Social media**

Our website uses social media buttons to refer to Facebook, Pinterest, Instagram and LinkedIn. These buttons can be used to gain information about APTUM / Ontwerpduo V.O.F. or to promote or share information about us on social media. We are not



responsible for the privacy statement of Facebook, Pinterest, Instagram and LinkedIn, since we do not have any influence on the way these social media buttons function. By using a social media button these parties will place a 'social media cookie' so they can recognize you when you use the button. The privacy policies of these social media providers change regularly. You can access the privacy policies of Facebook, Pinterest, Instagram and LinkedIn on their websites.

### **Purposes**

We do not collect or use information for purposes other than the purposes described in this privacy policy unless we have obtained your permission in advance.

### **Third parties**

The information will not be shared with third parties. In some cases the information can be shared internally. Our employees are obliged to respect the confidentiality of your data.

### **Changes**

This privacy statement is tailored to the use of and the possibilities on this site. Any adjustments and / or changes to this site may lead to changes in this privacy statement. It is therefore advisable to regularly consult this privacy statement.

### **Choices for personal data**

We offer all visitors the opportunity to view, change or delete all personal information that is currently provided to us.

### **Adjust / unsubscribe newsletter service**

At the bottom of every mailing you will find the option to adjust your data or to unsubscribe.

### **Adjust / unsubscribe communication**

If you want to change your data or get yourself removed from our files, you can contact us.

### **Disable cookies**

Most browsers are set by default to accept cookies, but you can reset your browser to refuse all cookies or to indicate when a cookie is being sent. However, it is possible that some functions and services on our and other websites will not function properly if cookies are disabled in your browser.

### **Files**

We give the opportunity to download our files for professional usage. When you've downloaded the files you are allowed to use them in a presentation. Any other usage needs to be requested and approved by APTUM / Ontwerpduo V.O.F.

### **Questions and feedback**

We regularly check whether we comply with this privacy policy.

If you have any questions about this privacy policy, you can contact us by sending an e-mail to: [info@aptumlighting.com](mailto:info@aptumlighting.com).