



Privacy and cookie statement Shiela Company

In this privacy statement, I inform you how Shiela Company processes and uses personal data.

Shiela Company respects the privacy of all customers and website users.

I will ensure that the personal information you provide to me is kept confidential. This privacy statement applies only to Shiela Company services. Therefore, please be aware that Shiela Company is not responsible for the privacy practices of any other organizations mentioned on Shiela Company's website.

Contact details:

Shiela Company

P.O. Box 85226

3009 ME Rotterdam

Chamber of Commerce number: 24437488

Personal data processed by Shiela Company:

- First and last name
- Street name + house number
- City + zip code
- Email address
- Company name
- Phone number
- Bank account number
- Website
- IP address
- Location details
- Data about your activities on this website
- Internet browser and device type

Special and/or sensitive personal data that Shiela Company processes

Shiela Company does not process special and/or sensitive personal data about visitors or customers, unless required by law, such data has been actively provided to me by you, or you have given your explicit consent.

Shiela Company does not intend to collect data about website visitors who are under the age of 18. Unless they have parental or guardian consent. However, I cannot verify whether a visitor is over 18. I therefore advise parents to be involved in their children's online activities to avoid collecting data about children without parental consent. If you are convinced that I have collected personal information about a minor without such consent, please contact me at admin@shielacompany.com and I will remove this information.

For what purpose and on what basis we process personal data

I may process personal data about you because you use Shiela Company's services and products and/or because you provide it to Shiela Company yourself (for example, by completing the online contact or opt-in form).

Target	Basis
1. For preparing and sending quotes and invoices;	Because it is necessary for the performance of a contract
2. For sending a newsletter and/or advertising.	Because you gave permission to do so
3. To contact you (by phone, in writing, e-mail, WhatsApp), if necessary to perform the services	Because it is necessary for the performance of a contract
4. To inform you of new similar services or any changes to services	Legitimate interest
5. Allowing you to create an account	Because it is necessary for the performance of a contract
6. To deliver goods and services to you and offer online payment options;	Because it is necessary for the performance of a contract
7. Shiela Company also processes personal data if I am legally required to do so, such as data I need for tax returns	To carry out or comply with a legal obligation
8. To comply with tax laws.	Based on a legal duty
9. The operation of our digital accounting program.	To carry out or comply with a legal obligation
10. Shiela Company analyzes your behavior on the website	Legitimate interest

Shiela Company will never add and store your first name and email address on a mailing list without your permission.

Automated decision-making

I do not make decisions based on automated processing about things that could (significantly) affect individuals. These are decisions that are made by computer programs or systems, without the presence of a human being (for example, an employee of Shiela Company).

How long we keep personal data

Shiela Company does not retain your personal data longer than is strictly necessary to fulfill the purposes for which your data is collected.

I use the following retention periods:

- during the term of an assignment and as much longer as necessary, for example, for an ongoing assignment;
- in any case no longer than one year if no assignment/agreement has been made.
- If records are kept longer because they are substantively relevant or interesting, they are anonymized and retained after the retention period.

Personal data	Minimum Term	Reason
Your company name	7 years (Tax law)	For handling your payment
Your Chamber of Commerce number	7 years (Tax law)	For handling your payment
Your first and last name	7 years (Tax law)	So that I can retrieve any information from you or contact you after completing an online contact form and/or discovery call request form
Your address information	7 years (Tax law)	So that I can retrieve any data from you
Your phone number	7 years (Tax law)	So that I can retrieve any information from you or contact you after completing an online contact form and/or discovery call request form
Your email address	7 years (Tax law) and/or as long as you are subscribed to receive my newsletter	So that I can inform or contact you after completing an online contact form and/or discovery call request form
Other personal data you actively provide	1 year after completion of the agreement	So that I can retrieve any data from you
Data about your activities on the website	30 days after website visit	Shiela Company analyzes your behavior on the website in order to improve the website and tailor the offer of products and services to your preferences

Sharing personal data with third parties

Shiela Company does not sell your data to third parties and will provide it only if necessary for the execution of the agreement with you or to comply with a legal obligation.

With companies that process your data on my behalf, I enter into a processing agreement to ensure the same level of security and confidentiality of your data. Shiela Company remains responsible for this processing.

Shiela Company shares data with the following third parties:

Third Party	Category	Share Purpose	What data
Moneybird B.V.	Processor	Maintaining and processing our accounting records. Preparing and sending quotes and invoices.	Company name, first name, last name, home/business address, place of residence, e-mail address, Chamber of Commerce number

			and bank account number.
MailTribe	Processor	Sending emails, tips and commercial newsletters.	First name, e-mail address, ip address and location information.
Mollie B.V.	Processor	This data is needed to process an online payment made in the online learning environment	First name, last name, gender, initials and IBAN.
Dropbox	Processor	Keeping our quotations, invoices and other documents securely stored as required by the Internal Revenue Service.	Company name, first name, last name, home/business address, place of residence, e-mail address, Chamber of Commerce number and bank account number.
Mijndomein Hosting B.V.	Processor	For maintaining contact between Shiela Company and the customer, this data is stored in our address book.	First name, last name and e-mail address.
PayPal / Credit Card companies	Processor	This information is needed to process an online payment.	Company name, first name, last name, home/business address, place of residence, e-mail address, phone number and bank account number
Acuity	Processor	This information is needed to view my calendar online and possibly contact me after submitting an afsrpaak.	First name, Last name, e-mail address,
Canva	Processor	For jotting down and storing call notes, notes	First name, last name

Google Meet	Processor	To create an online video call	First name, last name, e-mail address
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Data viewing, modification and deletion.

You have the right to view, correct or delete your personal data processed by Shiela Company.

You can send a request for inspection, correction or deletion to admin@shielacompany.com. Shiela Company will respond to your request as quickly as possible, but in any case within four weeks.

To make sure that the request for inspection is made by you, I ask you to send a copy of your ID with the request. In this copy black out your passport photo, MRZ (machine readable zone, the strip of numbers at the bottom of the passport), passport number and Citizen's Service Number (BSN). This is to protect your privacy. I will respond to your request as soon as possible, but within four weeks.

Withdrawal, objection, data portability

You have the right to withdraw your possible consent to data processing or object to the processing of your personal data by Shiela Company and you have the right to data portability. This means that you can submit a request to me to send the personal data that I possess about you in a computer file to you or another organization named by you.

Filing a complaint

Shiela Company would like to inform you that you have the possibility to file a complaint with the national supervisory authority, the Authority for Personal Data, if you believe that Shiela Company does not comply with the privacy regulations as referred to in the General Data Protection Regulation (GDPR). You can do so via the following link:

<https://autoriteitpersoonsgegevens.nl/een-tip-of-klacht-indienen-bij-de-ap>

Cookies, or similar techniques, that we use

Shiela Company uses functional, analytical and tracking cookies. A cookie is a small text file that is stored in the browser of your computer, tablet or smartphone when you first visit this website.

Shiela Company uses cookies with a purely technical functionality. These ensure that the website works properly and that, for example, your preferences are remembered. These cookies are also used to make the website work properly and to optimize it. In addition, we place cookies that track your surfing behavior so that we can offer tailored content and advertisements.

On your first visit to our website, we have already informed you about these cookies and asked your permission to place them.

Advertising cookies

With your permission, Shiela Company uses cookies from Google (DoubleClick) and Facebook (Facebook Custom Audience, Facebook Impressions, Facebook Connect and Facebook Pixel). These cookies allow you to be shown more relevant ads.

Click [here](#) to learn more about Google's use of cookies.

Click [here](#) to learn more about Facebook's use of cookies.

Google Analytics

Analytical cookies from Google are placed through this tool. This means that they track how you use the website, where you come from, your hometown, type of device and how long you spend on the website. Your IP address is NOT visible in Google Analytics.

That means we do NOT know who the person actually is who visited the website. Click [here](#) to learn more about Google Analytics' privacy policy.

Social media

You can easily share our blog posts using the "share buttons."

From the following social media channels, we have posted share buttons, videos or accounts:

Facebook

Twitter

LinkedIn

WhatsApp

Instagram

By clicking on the social media channel name above, you can read about their privacy practices.

Disable and remove

You can opt out of cookies by setting your Internet browser to no longer store cookies. In addition, you can also delete any information previously stored through your browser settings. See how: <https://veiliginternetten.nl/themes/situatie/wat-zijn-cookies/>

Below is a list of the cookies that are active on this website:

Cookie: Google Analytics

Name: _ga

Function: Analytical cookie

Retention period: 2 years

Cookie: Google Analytics

Name: _hole

Function: Analytical cookie

Retention time: 1 minute

Cookie: Google Analytics

Name: _gid

Function: Analytical cookie

Retention time: 24 hours

Cookie: Doubleclick.net

Name: IDE

Function: Used by Google DoubleClick to record and report the website user's actions after viewing or clicking on one of the advertiser's ads.

Retention period: 1 year

Cookie: Facebook

Name: _fbclid

Function: Cookie to see relevant ads



Retention period: 2 years

Cookie: Facebook

Name: _fbp

Function: Used by Facebook to deliver advertising products.

Retention period: 2 years

Cookie: Accepted cookie

Name: cookie_notice_accepted

Function: Cookie notification at the bottom of the page is accepted

Retention period: 1 month

Secure

I take the protection of your data seriously and take adequate and appropriate measures to prevent abuse, loss, unauthorized access, unwanted disclosure and unauthorized modification.

The Shiela Company website uses a secure TLS Certificate to ensure that your personal information does not fall into the wrong hands.

You can tell this by the address bar "https" and the padlock in the address bar.

Furthermore, I never use unfamiliar and/or open-access Wifi.

My Macbook is locked with a strong password and my iPhone is locked with a PIN.

I update my plugins and theme of my website regularly.

If you have the impression that your data is not secure or there are indications of misuse, or if you would like more information about the security of personal data collected by Shiela Company, please contact me at admin@shielacompany.com.

Changes

Shiela Company reserves the right to make changes to this privacy statement. The changes will take effect at the announced time of entry into force.

- This privacy and cookie statement was updated on March 11, 2024 -.