

Privacy Policy Guest

GENERAL

At Guest we are committed to respecting and protecting the privacy of our customers and the visitors of our website. We handle any personal data you submit to us in accordance to the applicable laws and regulations; the Dutch data protection act (Dutch: "Wet bescherming persoonsgegevens") in particular.

Among other things, this means that we:

clearly state the purposes for which we process personal data. We do this through our Privacy Policy.

strive to limit our collection of personal data to only those personal data that are necessary for legitimate purposes.

ask for your explicit consent before processing your personal data when this is required.

implement appropriate security measures to prevent loss and unauthorized access to your personal data.

respect your right of inspection, correction and removal of your personal data, upon your request.

If you have questions about this Privacy Policy, please contact us at info@guest.agency

HOW WE COLLECT PERSONAL DATA

We collect personal data in two ways:

- You may provide personal data to us actively, for example by submitting information through a contact form on the website, an e-mail you send to us or during a phone call.
- You may provide certain personal data to us passively, by visiting our website.

OUR GENERAL PURPOSES

We process your personal data for the general purpose of concluding agreements with you regarding our services and to perform our obligations under such agreements. We may also process personal data in order to manage and expand our customer base. If you have previously purchased certain services from us, we may provide you with information about related services and may ask whether you are interested in receiving them.



BROWSING OUR WEBSITE AND SETTING YOUR COOKIE PREFERENCES

Whenever you visit our website, your IP-address will automatically be stored in our web server logs. This is necessary to enable us to properly manage and troubleshoot the web server. We do not use your IP address to follow your activities online. We are normally not able to link your IP-address to your name, address or other identifying information, unless you have actively submitted such information to us and keep using the same IP address. Your information will be removed from our web server logs if you are no longer an active user.

You may refuse to accept cookies by activating the settings on your browser which allows you to change cookie settings. Please note that you might not be able to access certain parts of our website.

We use Google Analytics to generate and view general statistics about how our website is used by the public at large. The analytics programs and cookies that we use do not track what specific visitors are doing on our website. For more privacy information about Google Analytics, please see the [Google Analytics privacy overview](#).

Our website contains buttons to share, like or promote certain things, through social media and/or links to various social media platforms. The code for these buttons is supplied by the social media themselves, and normally includes the placement and use of a cookie that is set automatically. We have made sure that these cookies will not be placed, unless you actually click on one of these buttons, or unless you have set your cookie settings to allow social media cookies. Please read the privacy policies of Instagram, Facebook and Vimeo if you would like to know more about how these companies may use your personal data.

You can control and/or delete cookies as you wish. If you need further explanation or details, please see [2](#). You can delete all cookies on your computer at any given time and you can set most browsers to prevent them from being placed.

COMMUNICATING WITH US

If you submit a contact form or order form on the website, or send us an e-mail, then we use this information to respond to you. We store the communication between us until we believe it is no longer relevant.

Communications between you and us will be treated confidentially, in accordance with our terms and conditions.

NEWSLETTERS

Periodically, we may use your contact information to inform you about new services offered by Guest or share news about us. We will only add your e-mail address to our list of newsletter subscribers with your explicit consent. Every newsletter contains a link by which you can unsubscribe from our news letters. We do not sell or disclose the subscriber base of our newsletters to third parties.



YOUR RIGHT OF INSPECTION, CORRECTION AND REMOVAL

You have the right to know, upon your request, which of your personal data is actually processed by us (if any). If any personal data we may have of you is incorrect, you may require us to correct it or remove it. If you do not want to receive any information from us about our services, please contact us at info@guest.agency.

SECURITY

We implement appropriate technical and organisational security measures to protect your personal data from loss and unlawful processing. We keep backups of our data at a secure location and we strive to use encryption whenever this is feasible. The software we use to process personal data is purchased from respected and reliable vendors.

CHANGES TO OUR PRIVACY POLICY

We reserve the right to change this Privacy Policy. Changes will be notified on this website and previous versions will stay available.

CONTACT DETAILS

For any questions or requests about your privacy and our Privacy Policy, please contact us at info@guest.agency. Please send your traditional mail to the following address:

GUEST

GYROSCOOPWEG 118

1016 KK AMSTERDAM

