

PRIVACY POLICY

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At lis.strations, we are committed to protecting and respecting your privacy. This Privacy Policy outlines how we collect, use, and protect your information in accordance with applicable data protection laws, including the EU's General Data Protection Regulation (GDPR).

If you have any questions about this policy, feel free to contact us using the email provided above.

1. Information We Collect

We may collect and process the following information:

Personal Information: This includes your name, email address, company name, and billing details such as address and bank account information.

Other Information: Information you provide voluntarily when contacting us, including through our contact form, via email, or any other direct communication.

Note: We do not collect data systematically or automatically on our website (e.g., we do not use analytics tools). However, our website is hosted by Wix.com, which may use cookies to enhance site functionality, improve user experience, and collect basic usage data. These cookies may include essential cookies that allow the site to function correctly, as well as optional cookies for analytics or performance tracking by Wix. We do not control the cookies used by Wix; however, you can manage your cookie preferences directly through your browser settings. For more information on the types of cookies Wix may use, please refer to the [Wix Privacy Policy](#).

2. How We Collect Information

We collect personal information in the following ways:

Directly from You: When you contact us through our website's contact form, via email, or in person (for example, if you reach out after receiving our business card).

Project Tracking Software: We may also record your name in our project tracking software (Toggl Track) to facilitate project management and ensure accurate time tracking.

3. How We Use Your Information

We use your information for the following purposes:

Billing and Invoicing: To manage invoicing, record-keeping, and payment tracking.

Communication: To send occasional updates, seasonal messages (e.g., Christmas greetings), or relevant new service offerings.

Client Follow-Up: To follow up on previous work or discuss new projects and services.

We will not use your data for any purposes other than those outlined above without obtaining your consent.

4. Data Sharing and Third-Party Services

We do not share your personal information with any third parties except as required by law. However, we do use the following external service providers to operate our business:

Wix.com: Our website is hosted on Wix.com, which may have access to the information submitted through our contact form as part of their hosting services.

Toggl Track: We use Toggl Track to manage project timelines, which may include recording your name to identify projects. We take steps to ensure that these services are GDPR-compliant and protect your data in line with this policy.

5. Data Retention

We retain your personal information for as long as necessary to fulfill the purposes outlined in this policy, in accordance with legal obligations. In the Netherlands, we are required to retain financial records, including billing details, for a minimum of 7 years for tax compliance (as per the Belastingdienst regulations). After this period, personal data will be securely deleted or anonymized.

6. Security Measures

We take the security of your personal data seriously. Here are the steps we take to protect it:

Password Protection: We use password protection for files containing client information.

Access Control: Only authorized personnel have access to personal data files.

While we implement these measures to safeguard your information, no security measure can provide absolute protection. However, we strive to use industry-standard methods to prevent unauthorized access or disclosure.

7. Your Rights Under GDPR

As an EU resident, you have certain rights over your personal data, including:

Right to Access: You can request details of the personal data we hold about you.

Right to Rectify: You can ask us to correct or update any information that is inaccurate.

Right to Erasure: You can request that we delete your personal data, provided it is no longer necessary for the purposes for which it was collected.

Right to Object or Withdraw Consent: You can object to certain types of processing, or withdraw consent if processing was based on your consent.

Right to Data Portability: You can request that we provide your data in a structured, commonly used, and machine-readable format.

To exercise any of these rights, please contact us at lis.strations@gmail.com.

8. Legal Basis for Processing (Grondslag)

We process personal data on the following legal bases:

Contractual Necessity: We process your data to fulfill our contractual obligations, such as managing billing and invoicing and communicating about ongoing projects.

Legitimate Interests: We may use your contact information to send occasional updates, such as seasonal greetings or information about new services, based on our legitimate interest in maintaining client relationships.

Legal Obligation: We are required to retain billing records for a period of 7 years to comply with Dutch tax regulations.

9. Policy Updates

We may update this Privacy Policy periodically to reflect changes in our practices or legal obligations. Any updates will be posted on this page with an updated effective date.