

# Privacy Policy & Terms and Conditions

## Studio Djanilla

Studio Djanilla, located at Gagelvenseweg 19, 6604 BE Wijchen, is responsible for the processing of personal data as set out in this privacy statement.

### Contact details:

www.studiodjanilla.nl

Gagelvenseweg 19, 6604 BE Wijchen

KvK 97709255

+31 6 37308499

E-mail: administratie@djanilla.nl

### Personal data

Studio Djanilla processes personal data when you contact us via email, telephone, social media, or when you engage our services. We only process personal data that you voluntarily provide or that is necessary for the execution of our services. This includes, but is not limited to, the following personal data:

- First and last name
- Address details (for payment or invoicing)
- Telephone number
- Email address
- Company name
- Bank account number (for invoicing)
- Social media account (if contact is made via that channel)
- IP address (when visiting the website)
- Other personal data that you actively provide, for example through correspondence or telephone contact

Providing personal data is necessary to enter into an agreement with Studio Djanilla or to receive our services. If this data is not provided, we may not be able to respond to inquiries or perform our services.

### Special and/or sensitive personal data

Our website and/or service does not intend to collect data about website visitors who are younger than 16 years of age, unless they have permission from their parents or guardian. However, we cannot check whether a visitor is older than 16. We advise parents to be involved in their children's online activities to prevent data about children from being collected without parental consent. Are you convinced that we have collected personal data about a minor without consent? Please contact us at administratie@djanilla.nl, and we will delete this information.

### For what purpose and on what basis do we process personal data

Studio Djanilla processes your personal data for the following purposes and on the basis of the corresponding principles from the GDPR:

- Processing payments (performance of the contract)
- To be able to call or email you if this is necessary for our services (legitimate interest)
- To inform you about changes to our services and products (legitimate interest)
- To deliver goods and services (performance of the contract)
- To comply with legal obligations (such as tax legislation) (legal obligation)

Where the processing of personal data is based on your consent, you have the right to withdraw this consent at any time. Withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal.

### Use of work, portfolio items, or reviews

Studio Djanilla may, with the client's permission, display the results of assignments (such as designs, photos, or testimonials) on its website or social media. This permission can be revoked at any time by sending a message to administratie@djanilla.nl.



### **Automated decision-making**

Studio Djanilla does not make decisions based on automated processing that can have (significant) consequences for individuals.

### **How long we retain personal data**

We do not retain your personal data longer than is necessary to achieve the purposes for which your data is collected.

We use the following retention periods:

- Contact details (such as name, email address): up to 2 years after the last contact
- Invoice and payment details: 7 years (in accordance with tax retention obligations)

### **Sharing personal data with third parties**

Studio Djanilla only shares personal data with third parties if this is necessary for the execution of our agreement or to comply with a legal obligation. We never sell your data to third parties. If third parties process personal data on behalf of Studio Djanilla, this is done under a processing agreement and exclusively for the original purpose. Examples of third parties we engage:

- Hosting provider (for our website and email)
- Bookkeeper or accountant (for financial administration)
- Tax authorities (legal obligation)

Some of Studio Djanilla's service providers, such as website hosting, design, and software tools, may process personal data outside the European Economic Area (EEA). In such cases, Studio Djanilla ensures that appropriate safeguards are in place, including standard contractual clauses approved by the European Commission, to protect personal data in accordance with the GDPR.

### **Cookies or similar techniques**

Analytical cookies are used to analyze website usage in an anonymous and privacy-friendly manner. These cookies do not track individual users and do not collect personally identifiable information.

### **Viewing, modifying, or deleting data**

You have the right to view, correct, or delete your personal data. You also have the right to withdraw your consent to the data processing or to object to the processing of your personal data by Studio Djanilla. You also have the right to data portability. You can submit a request via [administratie@djanilla.nl](mailto:administratie@djanilla.nl). Please clearly state what your request entails. For verification purposes, we may ask for a copy of your ID. To protect your privacy, please make your passport photo, social security number, MRZ, and passport number illegible. We will respond to your request within four weeks.

### **Complaints**

Are you dissatisfied with how we handle your personal data? If so, you can submit a complaint to the national supervisory authority, the Dutch Data Protection Authority: <https://autoriteitpersoonsgegevens.nl/tip-ons>

### **How we protect personal data**

Studio Djanilla takes the protection of your data seriously. We take appropriate technical and organizational measures to prevent misuse, loss, unauthorized access, unwanted disclosure, and unauthorized modification. These measures include:

- Secure SSL connection on the website
- Strong passwords and two-factor authentication
- Regular software updates
- Secure backups

Do you feel that your data is not properly secured? Please contact us at [administratie@djanilla.nl](mailto:administratie@djanilla.nl).

### **Liability**

This statement applies exclusively to data processing by Studio Djanilla. I am not responsible for the privacy policies of external websites or services that I refer to or use.

### **Changes**

This statement is subject to change. The most current version is always available on my website. Version: July 2025

Last modified: December 18, 2025

