

## Organisation in Design Privacy Policy

At Organisation in Design we are committed to protecting your privacy. As such, we have developed a policy that provides insight into the data that we collect and our terms of use with regards to the various types of information outlined below. Please read our privacy policy carefully to get a clear understanding of why and how we collect, use, protect or otherwise handle data using multiple systems.

This Privacy Policy was updated last in June 2018 and replaces all earlier versions.

### **When do we collect data from you and for which purpose?**

You are free to explore our websites without providing any personal information. We collect information from you when you subscribe to a newsletter, respond to a survey, fill out a form or enter information either on our websites or in our application program. We do this in order to be able to personalise your experience and deliver the type of content and offerings that you are most likely to be interested in. Collecting these data also allows us to better service you responding to your customer service requests and to administer promotions, surveys or other site features. Lastly we follow up with them after correspondence (live chat, email or phone inquiries).

### **What do we collect and how do we store the data?**

#### *Newsletters*

Via our website you can subscribe to our newsletter. Here we keep you updated about our projects and PR clients. Your e-mail address will be added to the list of subscribers with your permission once filled in online on our website or by leaving your business card with us. These data are stored until you cancel your subscription. For our newsletter we use the MailPlus mailing system of Spotler, your personal data will be processed in accordance with their Privacy Policy and Terms. When registering for our newsletter, we ask you to enter your name, surname, company name/job title, country, and e-mail address.

#### *Contact form*

You can ask us questions or make requests using the contact form found online. For this we use your e-mail address and name. We store this information until we are certain that you are satisfied with our response.

#### *Social media*

We would like to inform you about our latest projects. We do this through newsletters by e-mail and via social media. If you unfollow our social media accounts, we can no longer share any new information with you. Use the unsubscribe option for the channels for which you have previously granted consent. In addition, our website and newsletter include buttons to be able to promote or share pages on social networks such as Facebook, Pinterest, LinkedIn, Instagram and Twitter. These buttons are created by means of a code that is provided by the social media network itself. This code will among other things install a cookie on your computer. Please read the privacy statements at Facebook, Pinterest, LinkedIn, Instagram and Twitter, to see what they do with your personal data which they process with this code.

#### *Application program*

When registering for any of our other services such as our application program you may be asked to enter personal information such as your name, e-mail address, company name, address, website and phone number and optionally additional information about yourself or your business in light of the project you're applying for.

## **Terms of Use Policy**

When we have no ongoing legitimate business need to process your personal information, we securely delete the information or anonymize it. If this is not immediately possible, then we will securely store your data and isolate it from any further processions until deletion is possible. We will delete the information from the servers at an earlier date if you so request, e.g. by opting out and/or unsubscribing either by mailing us or using the unsubscribe button. Upon request, we will provide you with information about whether we hold any of your personal information. You can review, update, or correct this personal information by emailing [administration@organisationindesign.com](mailto:administration@organisationindesign.com). Clients cannot opt out of receiving transactional emails related to their account with us.

### *Third party services*

Our website, newsletters, and online application program provide links to other websites. We do not control and are not responsible for the content or practices of these other websites. This privacy policy does not apply to these other websites, which are subject to any privacy and other policies they may have.

### *Cookie policy*

Our website and application program use cookies. Cookies are small files which we use to save information so you do not always have to fill it in. In addition, we register your website visit. You can switch off the installation of cookies via your browser, but the risk is that some parts will no longer function properly.

## **Security of Your Personal Information**

Personal data security is very important to us. We do not sell or trade to outside parties your personal information and ensure that your data are properly secured with us. We are always updating our security and pay close attention to what can go wrong.

## **Contact Us**

In case of any further questions, inquiries or other requests, you may contact us using the information below.

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