

PRIVACY POLICY

WAVEBEES

EFFECTIVE DATE: 09/04/2025

This privacy statement explains how WAVEBEES collects, uses, and protects your personal data. It applies to all interactions you have with us. Whether this is through visiting our website, contacting us, or entering into an agreement for services.

OUR INFORMATION:

- WAVEBEES
- Jeltje de Bosch Kemperpad 39
- 1054 PH, Amsterdam
- The Netherlands
- Phone numbers: +31 6 39 75 49 39 & +31 6 46 78 91 13
- Chamber of Commerce: 96795204
- Email: info@wavebees.com
- Website: www.wavebees.com

WHAT IS PERSONAL DATA?

Personal data is any information that can directly or indirectly identify an individual. This may include your name, email address, phone number, and billing information.

WHAT PERSONAL DATA DO WE COLLECT?

We only collect data that is necessary to deliver our services. This may include:

- Full name
- Email address
- Phone number
- Billing details
- Project-related communication and preferences

We do not collect sensitive personal information such as passport details, birthdates, or any biometric or health data.

We do not use tracking cookies, analytics, or marketing tools that collect personal data on our website.

HOW WE USE YOUR PERSONAL DATA:

We process your data for the following purposes:

- To communicate with you regarding services, quotations, and projects
- To draft and send invoices and quotations
- To deliver services as agreed upon
- To register domain names or email accounts (only with your consent)
- To fulfil legal, financial, or administrative obligations

We will never sell your data to third parties.

SHARING PERSONAL DATA

We only share your data when necessary for delivering our services. For example, we may share limited information with:

- Hosting providers or domain registrars
- Email or software providers
- Accounting tools for invoicing

All third parties we work with are required to handle your data securely and in compliance with applicable privacy laws.

YOUR RIGHTS:

Under the General Data Protection Regulation (GDPR), you have the right to:

- Access your personal data

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- Correct or update your personal data
- Request deletion of your data ("right to be forgotten")
- Withdraw any consent you've given
- Object to or limit the processing of your data
- Request a copy of your data (data portability)
- File a complaint with the Dutch Data Protection Authority (Autoriteit Persoonsgegevens)

You can submit any request regarding your data by emailing us at info@wavebees.com. We will respond within four weeks.

DATA SECURITY:

We take data protection seriously. To keep your information safe, we use:

- Secure cloud storage and access control
- Password-protected systems
- Two-factor authentication (2FA) when available
- Encrypted communication (SSL)
- A secure internet connection

Only authorised personnel have access to your data.

DATA RETENTION:

We retain personal data only as long as necessary for our services and to meet legal requirements:

- Project-related and invoicing data may be stored for up to 7 years in accordance with Dutch tax laws
- Email correspondence may be stored as long as is reasonably necessary unless you request deletion

CHANGES TO THIS POLICY:

This privacy policy may be updated from time to time. The latest version will always be available on our website or upon request.

If you have any questions about this privacy statement or your personal data, feel free to contact us at info@wavebees.com.