

This Privacy Policy explains what Personal Information will be collected by us, ABBF Record Service, Meeuwberg 15, 4708 NH Roosendaal, the Netherlands. Commercial register 20084185

## **WHAT WE COLLECT?**

We may collect the following information:

- name, postal address and email address;
- items ordered;
- telephone (if you want us to do the credit card payment);
- credit card details.

## **HOW WE COLLECT DATA?**

We may collect personal data when ordering, this can be:

- personal order (by phone);
- online order;
- correspond with us by email or postal mail.

## **WHAT DO WE DO WITH THE INFORMATION WE GATHER?**

We use the information to:

- Communicate with you;
- Send out your order;
- Take care of requested credit card payment (card details will not be kept once the transaction has been completed);
- Administrative reasons.

## **WHO WILL YOUR INFORMATION BE SHARED WITH?**

Your personal data will not be shared or sold to any third parties. Only a webmaster (who has signed a non-disclosure agreement) occasionally has access to the secured server which will store the orders for a short period.

## **SECURITY**

We are committed to ensuring that your information is secure. All details are kept on a secured computer after they have been collected on a secured server. The server use Security Sockets Layer (SSL) encryption technology to encrypt sensitive

personal information. Orders and payments are secured. Credit card numbers are never stored on our database or servers.

## **COOKIES**

We only use cookies on our website to ensure you can put and keep items you wish to purchase in the shopping cart until the transaction has been completed.

## **HOW LONG DO WE RETAIN YOUR INFORMATION?**

We will retain your personal data for no longer than is necessary. Credit card details will be deleted/destroyed immediately after payment has been completed. Invoices/business documents we have to keep on a separate secured drive for seven years according to Dutch tax law.

## **HOW DO YOU ACCESS YOUR DATA?**

You may ask us any time what info we keep on file. If you would like to amend or delete some information then please send an email to [info@abbf.nl](mailto:info@abbf.nl)