

## Privacy statement

When you contact us or make an order at our web shop you share personal data with us. To be able to provide optimal service to you, OMFT.info keeps a record of this data. But don't worry, we handle your personal details with care. Except for a limited group of OMFT.info employees, no one has access to the information and we do not pass it along to others. The websites omft.info and webshop-omft.info work with some cookies, but these are only temporary functional cookies (for example to be able to remember what is in your shopping cart), which disappear as soon as you leave the websites.

The information we keep registered is:

- Your name, the addresses provided by you, telephone numbers and e-mail addresses; we use this information to contact you for matters related to your questions or orders and to be able to deliver the ordered materials.
- The invoices and payment details of the orders; we need this information for accounting and we have to keep it for seven years.
- Possibly we use your e-mail address to send you our newsletter about the products and courses of OMFT.info. If you do not appreciate our newsletters, you can unsubscribe by clicking on the link at the bottom of the newsletter.

This information is stored securely and OMFT.info takes adequate measures to protect it against loss or any form of unlawful processing. For example, standard use is made of a secure SSL connection. You have the right to submit a request to view which personal data about you we have on record and have it sent in a readable form. If you wish to make use of this, please send that request via the e-mail address on which you submitted the information to [info@omft.info](mailto:info@omft.info). We will process such a request no later than four weeks after receipt.

You also have the right to modify or completely delete your data, and if you think we are improperly using your personal data, you have the right to file a complaint at the Dutch Data Protection Authority (DPA). OMFT.info also has its own a complaints procedure. See our Terms and Conditions for this.

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