

SILEYNA

MARKETING & DESIGN

Privacy policy

As soon as you visit our website www.sileyna.com or contact us, we receive information about you. In this privacy statement we explain what we do with that information. We always handle your information with care and store it securely. If you have any questions or want to know what information we have on you, please contact us.

We may amend this privacy statement if necessary. We recommend that you regularly review this privacy statement so that you are aware of these changes.

This privacy statement was last modified on 16 jan. 2024.

1. When do you apply this privacy statement?

This privacy statement applies to all personal data that we process and to all domains related to us. This concerns the personal data of everyone who has ever had contact with us or visited our website, such as visitors, customers and business contacts. Personal data is all data that can be traced back to you as an individual, such as your name, telephone number, IP address, customer number or surfing behavior. If you want to know more about personal data, please visit the website of the Dutch Data Protection Authority.

2. Who uses your data?

Social Stays [Sileyna Creative] is responsible for the website sileyna.com and therefore the responsible organisation for the use of your personal data as described in this privacy statement.

The full details are:

Social Stays
Mandolinestraat 103
2287EV Rijswijk
85370177

3. Whose data do we use?

We process the personal data of everyone who has had contact with us or visited our website. These include visitors, private customers, business customers and contact persons of our partners.

4. How do we get your data?

We receive the data directly from you as soon as you:

- Visit our website
- Create an account
- Fill in data on our website
- Contact us by mail, telephone or other means

5. What data of you do we use?

We use the following data:

- Name
- Address or business address
- Delivery address
- E-mail address
- Telephone number
- Payment details
- Photographs
- Film material

6. What do we use your data for?

We only use your personal data for the purpose for which we are allowed to use it:

- We have received your permission to use your personal data
- We use your data because we want to give you the best service as a customer and we can do without it information

7. How long do we keep your data?

We keep your personal data for as long as we are required to do so by law and for as long as necessary for the purpose for which we use your data. For example, as long as you are a customer with us, we store your data according to the statutory retention period of seven years. After that, we only keep your data for statistical purposes and to handle any complaints or legal matters. If you want to know more about how long we store specific data about you, please contact us.

8. Who do we share your data with?

We only process your personal data ourselves. We don't share your personal data with others.

9. Where do we store your data?

We process your data within the European Economic Area. This means that we also store your data within the EEA. If you have any questions about this, please feel free to contact us.

10. How safe is your data with us?

We have done a lot to protect your data as well as possible, both organisationally and technically. We have secured our systems and various means of communication to ensure that your data does not end up in the hands of others. Your data is therefore safe with us. We also ensure that your data is only used by people who have received permission from us. If you have any questions about the specific method of securing, please contact us.

11. What are your rights?

Because we use your personal data, you have various rights. We have listed these rights for you below.

- Right to information

We must explain to you in an understandable and clear manner what we do with your data and what control you have over it. That is why we explain in detail in this privacy statement what data we collect from you and how we handle your data.

- Right to access

You may always ask us to view the data we hold about you.

- Right to correction

You may ask us to have your data corrected if it is incorrect or incomplete.

- Right to object

You may object to the processing of your data if you do not agree with the way we handle your personal data. This right applies to the data we use for direct marketing. You can indicate to us that you no longer wish to receive e-mails from us. This also applies to personalized recommendations on our website.

- Right to data portability

If you are a customer of ours or if you have given permission for the use of your data, you may ask us to send you the digital data we have about you. This way you can transfer that data to another organisation if you wish.

- Right to restriction

You may ask to limit the use of your data. This means that in certain cases we may only store your data but not use it.

- Right to restriction

You may ask to limit the use of your data. This means that in certain cases we may only store your data but not use it.

- Right to be forgotten

You may ask us to delete all data we have about you. We will then delete all data that can be traced back to you. In some cases we cannot or may not yet delete your data. For example, we have to keep some data for 7 years for the tax authorities.

- Right to submit a complaint

You may submit a complaint about the way in which we handle your data. If you have a complaint, we will be happy to resolve it for you. To do so, please contact us. You may also submit your complaint to the Dutch Data Protection Authority. Of course we hope that it does not come to that, but if it's necessary you can also go to court. In that case, the court in the place of business of Social Stays is the one which will handle your complaint.

- How do I submit a request or complaint?

You can submit your request or complaint to us by sending a mail to info@sileyna.com. We process every request or complaint within 30 days. If you submit multiple applications or complaints or if you submit a complex request or complaint, this may take more time. In that case, we will contact you within 60 days at the latest. We may ask you to identify yourself. In that case, we will ask you to submit certain information to ensure that you are the correct person whose personal data is.

12. What rules apply to this privacy statement?

Our privacy statement must meet several conditions. These conditions can be found in particular in the Dutch General Data Protection Regulation. In addition, the general rules that apply under Dutch law apply to our privacy statement.

13. Which cookies do we use?

You can indicate yourself what data we may use from you. If you have given us permission to personalize your profile based on your surfing and search behaviour, we can set up our website specifically for you so that its use becomes easier and more personal. We do this using cookies. A cookie is a small text file that is placed on your hardware when you visit our website.

We use the following types of cookies on our website:

- Functional cookies: like session and login cookies to collect session and login information
- Anonymised analytic cookies: to obtain information regarding the visits to our website, like numbers of visitors, popular pages and topics
- Non-anonymised analytic cookies: to obtain information regarding the visits to our website, like the number of visitors, popular pages and topics
- Tracking cookies: like advertising cookies that are intended to show relevant advertisements

More specifically, we use the following cookies on our website:

- Anonymised Google Analytics (analytical cookie)
- Google Analytics (analytical cookie)
- Adobe (analytical cookie)
- Facebook (tracking cookie)

SILEYMA

MARKETING & DESIGN

14. What do we do with data of minors?

We do not target minors with our website or as an organisation. This means that if you are under the age of 18, you need permission from a parent or guardian to use our website. If you are a minor when you visit our website or webshop, we assume that you have received this permission before your visit.\

15. Do you have a question about this privacy policy?

If you have a question don't hesitate to contact us.

SILEYNA

MARKETING & DESIGN

Cookie policy

1. The use of cookies www.sileyna.com uses cookies.

A cookie is a small file that is sent along with pages from this website and / or Flash applications and stored by your browser on the hard drive of your computer, mobile phone, smartwatch or tablet. The information stored therein can be sent back to our servers on a subsequent visit.

The use of cookies is of great importance for the smooth running of our website, but also cookies of which you do not immediately see the effect are very important. Thanks to the (anonymous) input from visitors, we can improve the use of the website and make it more user-friendly.

2. Permission for the use of cookies

Your permission is required for the use of certain cookies.

3. The type of cookies and their objectives

We use the following types of cookies:

- Functional cookies: these allow us to operate the website better and they make our website more user-friendly for the visitor. For example, we store your login details or what you have put in your shopping cart.
- Anonymised analytical cookies: these ensure that an anonymous cookie is generated every time you visit a website. These cookies know whether you have visited the site before or not. Only on the first visit, a cookie is created and on subsequent visits the existing cookie is used. This cookie is only for statistical purposes. For example, the following data can be collected:
 - the number of unique visitors
 - how often users visit the site
 - which pages users view
 - how long users view a certain page
 - on which page visitors leave the site

Analytical cookies: these ensure that every time you visit a website a cookie is generated. These cookies know whether you have visited the site before or not. Only on the first visit a cookie is created and on subsequent visits the existing cookie is used. This cookie is only for statistical purposes. This way data may be collected such as:

- the specific pages you've viewed
- how long you stayed on a particular page
- on which page you left the site

Social media related cookies: with these cookies websites like Facebook and LinkedIn register which articles and pages you share via their social media sharing buttons. They may also contain tracking cookies that track your surfing behavior on the web.

4. Your rights with regard to your data

You have the right to inspect, rectify, limit and delete personal data. You also have the right to object to the processing of personal data and the right to data portability. You can exercise these rights by sending an e-mail to info@sileyna.com.

SILEYNA

MARKETING & DESIGN

To prevent abuse, we may ask you to identify yourself adequately. When it comes to access to personal data linked to a cookie, we ask you to send a copy of the cookie in question. You can find this in the settings of your browser.⁵ Blocking and deleting cookies At any time you can easily block cookies yourself or delete them via your internet browser. You can also set your internet browser so that you receive a message when a cookie is placed. You can also indicate that certain cookies may not be placed. View the help function of your browser for this option. If you delete the cookies in your browser, this may have consequences for the pleasant use of this website. Some tracking cookies are placed by third parties which, among other things, show you advertisements via our website. You can delete these cookies centrally via youronlinechoices.com.

Please note that if you don't want any cookies, we cannot guarantee that our website still works well. Some functions of the site may be lost or you may not be able to visit the website at all. In addition, refusing cookies does not mean that you will no longer see advertisements at all. The advertisements are then no longer tailored to your interests and can therefore be repeated more often.

How you can adjust your settings differs per browser. Please refer to the help function of your browsing or click on one of the links below to go directly to the manual of your browser.

- Firefox: <https://support.mozilla.org/en/kb/cookies-delete-data-delete-websites-stored>
- Google
- Chrome: <https://support.google.com/chrome/answer/95647?co=GENIE.Platform=Desktop&hl=en>
- Internet Explorer: <https://support.microsoft.com/en-gb/kb/278835>
- Safari on smart phone: <https://support.apple.com/en-en/HT201265>
- Safari on Mac: <https://support.apple.com/en-gb/guide/safari/sfri11471/mac>

6. New developments and unforeseen cookies

The texts of our website can be adjusted at any time due to continuous developments. This also applies to our cookie statement. Therefore, please read this statement regularly to stay informed of any changes. In blog articles, use can be made of content that is hosted on other sites and made accessible by sileyna.com by means of certain codes (embedded content), as with YouTube videos for example. These codes often use cookies. However, we have no control over what these third parties do with their cookies.

It is also possible that cookies are placed via our websites by others, of which we are not always aware. Do you encounter unforeseen cookies on our website that you cannot find in our overview? Please contact info@sileyna.com. You can also contact the third party directly and ask which cookies they placed, what the reason is, what the lifespan of the cookie is and how they have guaranteed your privacy.

7. Concluding remarks

We will have to adjust these statements from time to time, for example when we adjust our website or change the rules regarding cookies. You can consult this webpage for the latest version. If you have any questions or comments, please contact info@sileyna.com.

Last modified on 16 januari 2024