

The Hague, 6 October 2026

Graphiqa processes personal data that is necessary for entering into and carrying out assignments, communicating with clients, preparing quotations and invoices, and complying with statutory administrative obligations.

This may include your name, company name, job title, address details, email address, telephone number and other information necessary for quotations, assignments and invoicing. Graphiqa only processes personal data that you provide yourself or that is necessary in the context of a business relationship.

Graphiqa handles personal data with due care and takes appropriate technical and organisational measures to protect it against loss, misuse and unauthorised access. Any personal data breaches are assessed and, where required by law, reported to the Dutch Data Protection Authority and/or the individuals concerned.

Personal data is not retained for longer than necessary for the purpose for which it was collected. In determining retention periods, Graphiqa takes into account statutory requirements and what is reasonably necessary for its business administration and records. Data forming part of the financial and tax administration is generally retained for seven years.

For its business operations, Graphiqa may use external service providers, for example for hosting, email, administration and digital storage. Personal data is only shared with these parties to the extent necessary for the services they provide. Where required by the GDPR, appropriate arrangements are made regarding the processing and protection of personal data.

You may request access to, correction or deletion of your personal data. Where applicable, you may also object to the processing of your personal data, request that its processing be restricted, or withdraw consent previously given. Certain data cannot be deleted immediately where Graphiqa is legally required to retain it for a specified period.

If you have any questions about the processing of your personal data or wish to exercise your privacy rights, please contact Graphiqa at privacy@graphiqa.nl. You also have the right to lodge a complaint with the Dutch Data Protection Authority if you believe that Graphiqa is not handling your personal data with due care.