



PRIVACY STATEMENT

CBB

The CBB is an independent and specialized organization rooted in the Bible as the Word of God as viewed from a Reformation-based Protestant perspective. The CBB serves the reading and information needs of the blind, partially sighted as well as those otherwise handicapped who are dependent on an alternative form of reading provision.

The CBB seeks to accomplish this purpose by sustaining a Christian organization and publishing Christian reading materials in appropriate reading forms using those means of communication and technical equipment and any other lawful means, which may be conducive to the purpose.

The CBB is based on the principle that a reading disability should not present any obstacle to full participation in all aspects of church and social life. Nor should a reading disability result in users having to incur additional costs to access reading materials. All reading materials available to those with full vision must also be accessible - insofar as there are sufficient financial resources to do so - to anyone who cannot or can no longer read in the usual way. The CBB focuses on the Protestant Christian population in particular.

DIFFERENT GROUPS OF RELATIONS AND CUSTOMERS

We have different relationships and customers for which we do not use the same personal data. Therefore, in this privacy statement we distinguish between the following groups of relations and customers:

- Users of the CBB's reading materials.
- Organizations and associations to convert their information into appropriate reading formats.
- Donors and organizations, associations, individuals and church institutions who support us financially.
- Volunteers for conducting certain work at the CBB.
- Other relationships with whom we maintain contact.
- Readers of Library Service Passend Lezen.

A. Users of the CBB's reading materials

The purpose of using your personal data is to realize our objective: to make available and distribute Christian reading material to anyone who can no longer read in the usual way.

For this purpose, we use the following personal data:

- Name, title and contact information.
- Reading disability and preferred reading form.
- Bank information.
- Date of birth (optional).
- Interest in certain Christian publications (optional).

What do we use your personal data for?

- To send you the publication you require in appropriate reading formats.
- To communicate with you concerning our services and publications.
- To respond to your questions and requests.
- To handle financial matters.
- To inform you about developments, innovation and new Christian publications.
- To generate reports to evaluate and improve our services.

B. Clients: Organizations and associations to convert their information into appropriate reading formats.

The purpose of using your personal data is to convert your information into appropriate reading form(s) for people with reading disabilities. We do this on your behalf.

For this purpose, we use the following personal data:

- Name, title and contact information.
- Bank details.

We collect and use your personal data:

- To communicate and maintain contact with you.
- To handle your order (financially).

If you provide us with an address file of subscribers to your publication in appropriate reading forms, you are the controller and the CBB is the processor. The delivery, use, access, retention period and security of the address data are defined in a so-called Processor Agreement.

If we carry out subscription administration for your organization/association including the personal data for your publication in appropriate reading formats, we will enter into a so-called Subscription Administration Agreement that defines the use, access and security.

C. Anyone who supports us financially.

The purpose of using your personal data is the financial processing of your membership dues or the financial contribution you have pledged to support our services.

Thanks in part to your financial support or membership dues, we are able to make Christian literature available to our fellow humans in appropriate reading formats.

For this we use the following personal data:

- Name, title and contact information.
- Bank information.

We collect and use your personal data:

- To communicate with you about our services and maintain contact.
- To inform you about developments at the CBB and new Christian publications.
- To invite members of the CBB association to the annual membership meeting.
- To collect your pledged financial contribution or your membership dues.

D. Volunteers to perform work at the CBB.

The purpose of using your personal data is to be able to select suitable volunteer work to match your interests and knowledge. For our volunteer readers, this is particularly important to be able to read appropriate reading material; to be able to make a good match between the reader and the reading material to be read.

For this purpose, we use the following personal data:

- Name, title and contact information.
- Date of birth.
- Hobbies, interests, education, work experience.
- Church affiliation (optional).
- Bank information.

We collect and use your information to:

- Communicate about your volunteer work; communicate about a voice test, a reading to be scheduled, about your volunteer work with our organization.
- To be able to select reading materials appropriate to you and your voice and knowledge.
- Anniversaries of your volunteer work.
- Transfer of travel expenses.

E. Other relationships we maintain contacts with.

The purpose of using your personal data is to maintain contacts. For this purpose, we use the following personal data:

Name, title and contact information.

We collect and use your data in order to:

- Communicate and maintain contact with you.

F. Readers of Library Service Passend Lezen.

For readers of Library Service Passend Lezen, the CBB produces, reproduces and distributes books, newspapers and magazines in appropriate reading formats. For distribution, we use the personal data of these readers. Agreements have been made with Library Service Passend Lezen about this. For their privacy statement please refer to www.passendlezen.nl.

THE FOLLOWING APPLIES TO ALL OF OUR ASSOCIATES REGARDING THEIR PERSONAL DATA

Who has access to your personal data?

CBB employees have access to your data to perform their work; they have functional access to your data.

All CBB employees are required to maintain the confidentiality of personal data and may not use it for any purpose other than that for which it is intended. This is stipulated in the employee's contract of employment with the CBB and is thereby binding.

Your data will not be used without your consent for purposes other than those listed above. We may use service providers to process your personal data, who will act as processors exclusively on our behalf. Beyond that, we will not distribute your data to third parties.

How is your personal data secured?

Your personal data is adequately secured and protected against unauthorized use, unauthorized access, modification and unlawful destruction. In addition, we have implemented a regulation Digital Burglary Protection and Data Breach Notification Obligation which contains the steps to be followed in case of detected burglary protection or a data breach.

Your personal data will be kept as long as necessary for the purposes stated above or as long as required by law.

Access, correction and deletion of your personal data

You have the right to access, modify and delete your data. Modifications and deletion of your personal data can be communicated to us at any time at info@cbb.nl; they will be processed in our records as soon as possible.

If you wish to inspect your personal data, you can send a specified request to us via fg@cbb.nl. In principle, we will respond to your request within 4 weeks.

Links to others' websites and cookies

Our website contains hyperlinks to websites of other parties. The CBB is not responsible for the content of these websites. Nor is the CBB responsible for the privacy policies and use of cookies on these websites.

Amendments

CBB's privacy policy may change over time. We encourage you to read this privacy statement periodically to be aware of any changes.

Questions?

We take your privacy very seriously. If you have any questions, please feel free to contact our Data Protection Officer. You may do so via telephone number +31 (0)341-56 54 82 or preferably via fg@cbb.nl.