

1. About Us

ReviseMe Ltd

Groetstraat 17,
1024 TV, Amsterdam, The Netherlands
Registration Number: 88305562

For questions or requests, please contact us at info@reviseme.com.

2. Personal Data We Process

ReviseMe processes your personal data when you use our services or provide it to us directly. The following personal data may be collected:

- First and last name
 - Phone number
 - Email address
 - Other personal data actively provided by you (e.g., through creating a profile on our website, email correspondence, or phone calls)
 - Data about your activity on our website
 - Customer, order, quotation, and invoice numbers
 - Bank account number
 - Profile photos (if uploaded)
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3. Special Categories of Personal Data

Our services and website are not intended to collect data from individuals under the age of 16 unless they have parental or guardian consent. However, we cannot verify the age of visitors. We encourage parents to be involved in their children's online activities to prevent the collection of data without parental consent. If you believe we have collected personal data from a minor without consent, please contact us at general@reviseme.com, and we will delete the information.

4. Purpose and Legal Basis for Processing Personal Data

ReviseMe processes your personal data for the following purposes:

- To process your payments
- To contact you by phone or email if necessary to provide our services
- To inform you about changes to our services and products
- To provide you with the option to create an account
- To analyze your website activity for improvements and tailored offers

Legal Basis for Processing

We process your personal data under several legal bases, including:

- **Consent:** When you voluntarily provide information (e.g., signing up for newsletters).
 - **Performance of a contract:** For processing orders or fulfilling services you request.
 - **Legitimate Interest:** When it is necessary for the performance of our business (e.g., protecting legal rights or improving services). We ensure this is balanced with your privacy rights and process only the minimum data required.
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5. Automated Decision-Making

ReviseMe does not make decisions based solely on automated processing that have significant effects on individuals.

6. Retention of Personal Data

We retain your personal data only as long as necessary to fulfill the purposes for which it was collected, including legal and business obligations. The retention periods are:

- Account details: as long as your account is active
 - Documents: retained for 12 months in case of disputes
 - Chat messages: retained for 12 months in case of disputes
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7. Sharing of Personal Data with Third Parties

We only share your personal data with third parties if this is necessary to fulfill a contract with you or to comply with legal obligations. We may share your data with:

- Website hosting providers
- CRM systems
- Accountants
- Email servers
- Telecommunication services
- Payment service providers

Cross-Border Data Transfers

If we transfer your personal data outside of the European Economic Area (EEA), we ensure appropriate safeguards are in place to protect your privacy, such as **Standard Contractual Clauses** or participation in **Privacy Shield frameworks**.

8. Cookies and Similar Technologies

ReviseMe uses technical, functional, and analytical cookies that do not infringe on your privacy. A cookie is a small text file that is stored on your device when you first visit the website. These cookies help the website function properly and improve user experience. You can set your browser to refuse cookies and delete any cookies already stored. However, this may affect your user experience.

For more details on cookies, please consult privacy resources in your region.

Social Media

We make it easy for you to share our website's content through social media. Please review the privacy policies of respective social media platforms for more information.

Google Analytics

We use Google Analytics to track how visitors use our website. These cookies are stored for 50 months, and all data is anonymized. If you prefer not to allow this, you can disable cookies in your browser settings.

9. Your Rights Regarding Personal Data

You have the right to:

- Access your personal data
- Correct or delete your personal data
- Withdraw consent for data processing
- Object to how we handle your personal data
- Request data portability (to have your personal data transferred to you or another organization)

Requests can be submitted to **general@reviseme.com**. To verify your identity, please include a copy of your ID with the sensitive information (photo, MRZ, passport number, and national identification number) blacked out for privacy reasons. We will respond to your request within four weeks.

If you have concerns about how we handle your personal data, you have the right to file a complaint with the relevant data protection authority in your country. For example, in the Netherlands, you can contact the **Dutch Data Protection Authority (Autoriteit Persoonsgegevens)** [here](#).

10. How We Secure Personal Data

ReviseMe takes appropriate measures to safeguard your data from misuse, loss, unauthorized access, and disclosure. If you suspect a security issue, please contact our support team at **general@reviseme.com**.

11. Changes to Our Privacy Policy

We may update this privacy policy to reflect changes in our operations or regulations. We will publish any updates on our website and notify you directly if the changes affect you.

End of Policy