

PRIVACY DECLARATION

We process your personal data for the benefit of our services. We, like yourself, think your privacy is of great importance and we will always treat your personal details confidential and with care. Personal data are processed in accordance with legal provisions, such as the Personal Data Protection Act and the General Data Protection Regulation (AVG).

When do we use your personal data?

In some (predetermined) cases we can use your personal data. We do so in the following cases;

- ✓ In the context of the renting (out) of living space;
- ✓ In the context of advising on living space;
- ✓ In the context of financial and / or technical management of living space;
- ✓ In the context of marketing activities;
- ✓ In the context of conducting a financial and fiscal administration.

We only process your personal data if legally permitted. The General Data Protection Regulation (AVG) is leading in this.

How do we get your personal data?

There are various ways in which we get your personal data. As a rule, you provide this information to us. But sometimes it happens that a party, for whom we work, provides us with this information. For example if you are a tenant and your landlord asks us to take care of the financial management of his home. In addition, we use cookies on our website, which are necessary for the operation and which are used for statistical purposes. In all cases, we handle your data carefully.

What personal data can we process from you?

We process your personal data because you use our services. We use this personal data to execute agreements, to improve our services and to promote communication with relations.

With third parties that process your data in our assignment, we conclude a processor agreement to ensure the same level of security and confidentiality of your data. Our employees are obliged to respect the confidentiality of your personal data. We do not process special or sensitive personal data. We only keep and use the personal data provided by you directly, within the framework of the service you request, or of which it is clear that they are provided to us to process.

We use a.o. the following information for the purposes mentioned in this privacy statement:

- ✓ first and last name;
- ✓ gender;
- ✓ street and house number;
- ✓ postal code and place of residence;
- ✓ date of birth;
- ✓ place of birth;
- ✓ bank account number and ascription;
- ✓ phone number;
- ✓ email address;
- ✓ copy passport and / or ID;
- ✓ income data;
- ✓ recent pay slips of up to 3 months and associated payment receipts;
- ✓ employment contract;
- ✓ profit and loss account for the past year;
- ✓ extract from the Chamber of Commerce;
- ✓ landlord's statement;
- ✓ employer's statement;
- ✓ data regarding website visit (IP address and location data).

In all cases, we handle your data carefully.

With whom do we share your personal data?

We only share your personal data if this is actually necessary. We only share your information with (prospective) tenants / landlords. As a processor on behalf of us also act formally; our cloud supplier, internet hosting companies, internet design companies, other ICT service providers and marketing companies.

In all cases, we handle your data carefully.

What are your rights?

You have the following rights regarding the processing of your personal data;

- ✓ You have the right to request us to inspect, rectify and / or delete your personal data;
- ✓ You have the right to request that we restrict the processing of your personal data;
- ✓ You have the right to object to the processing of your personal data by us;
- ✓ You have the right to data transfer;
- ✓ You have the right, if you have given us permission to process your personal data, to revoke this consent at any time (without this affecting the lawfulness of the processing on the basis of the permission before it is withdrawal).

Retention periods personal data

If it concerns the execution of an agreement, we will retain your data until 5 years after the end of this agreement (limitation period). Any copy of the passport and / or ID, income data, pay slips, employment contract, landlord's statement, employer's statement and accountant's statement are kept for a maximum of 3 months after the conclusion of an agreement. If you want us to destroy your data earlier, you must inform us about this yourself.

We do not, in principle, delete data that we use for marketing purposes. Insofar as this concerns data that we are required to keep on the basis of the fiscal accounting and administration duties, we use the retention period of 7 years referred to in Article 52 of the General Law on State Taxes (AWR).

Social media

On our website you can share information via social media, via the available social media buttons. The relevant social media can place cookies via these buttons. We have no influence on the use by these parties. They are responsible for the use and provision of data obtained in this way. The privacy policy and the general terms and conditions of the relevant social media apply to this use.

Third party websites

This privacy statement does not apply to websites of third parties that are connected to our service via links. We cannot guarantee that these third parties handle your personal data in a reliable or secure manner. We encourage you to read the privacy statement of these websites before using these websites.

Changes to this privacy statement

We reserve the right to make changes to this privacy statement. It is advisable to consult this privacy statement regularly so that you are aware of these changes.

Access and change your data

For questions about our privacy statement or questions regarding access and changes to (or deletion of) your personal data, you can contact us at any time using the information below.

You can also send us a request to view, change or delete this data. You can also submit a request to request a data export for data that we use with your consent, or provide a motivated statement that you want us to limit the processing of personal data. Removal of your personal data is only possible if that data is no longer relevant.

Authority Personal Data

Of course we will gladly help you if you have complaints about the processing of your personal data. Under the privacy legislation, you also have the right to file a complaint with the Dutch Data Protection Authority against these processing of personal data. You can contact the Dutch Data Protection Authority for this. This can be done via the following link:

<https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

Contactdetails

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Disclaimer: The Dutch text is binding and prevails in the event of discrepancies or inconsistencies between the Dutch text and the English translation.