

# Privacy Statement per General Data Protection Regulation (GDPR)

We are responsible for the processing of personal data as shown in this privacy statement.

### Contact details:

https://www.businesscentreoverstad.nl Noorderstraat 1-L, 1823 CS, Alkmaar Tel: 06 5168 85 81

### Personal data that we process

We process your personal data by using our services and / or by providing them to us. Below is an overview of the personal data we process:

- Personal data required for the preparation of a lease, or any other agreement or payment.
- Personal data that are necessary for the exercise of the business activities and which we have collected on the basis of your voluntary provision or which are freely available in the public domain.

We do not process special and / or sensitive personal data with the exception of personal data that we might receive in an emergency and / or (medical) accident.

Our website and / or service does not intend to collect data about website visitors in general or specifically for visitors younger than 16 years. If you are convinced that we have collected personal data without permission, please contact us via info@businesscentreoverstad.nl and we will delete this information.

# View, modify or delete data

You have the right to view, correct or delete your personal data.

You also have the right to withdraw your consent to the data processing or to object to the processing of your personal data by us and you have the right to data portability. This means that you can submit a request to us to send the personal information we have in your computer file to you or another organization mentioned by you. You can send a request for access, correction, deletion, data transfer of your personal data or request for cancellation of your consent or objection to the processing of your personal data to info@businesscentreoverstad.nl

To ensure that the request for access has been made by you, we ask you to send a copy of your ID with the request. Make your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and citizen service number (BSN) black in this copy. This is to protect your privacy.

We respond as quickly as possible, but within four weeks, at your request. We would also like to point out that you have the opportunity to file a complaint with the national supervisory authority, the Dutch Data Protection Authority.

# How we protect personal data

We take the protection of your data seriously and take appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you have the impression that your data is not properly secured or there are indications of abuse, please contact us at info@businesscentreoverstad.nl

We do not store your personal data for longer than is strictly necessary to realize the purposes for which your data is collected.

We do not sell your information to third parties and only provide this information if this is necessary for the execution of our agreement with you or to comply with a legal obligation. With companies that process your data in our assignment, we conclude a processor agreement to ensure the same level of security and confidentiality of your data. We remain responsible for these processing operations.