

## Privacy Policy

Heyligers design + projects (hereafter Heyligers d+p) attaches great importance to the protection of your personal data. In this Privacy Policy we want to provide clear and transparent information about how we handle personal data.

We strive to guarantee your privacy and therefore handle personal data with care. Heyligers d+p complies in all cases with applicable laws and regulations, including the General Data Protection Regulation (GDPR).

This means that we in any case:

- Process your personal data in accordance with the purpose for which they were provided, these goals and type of personal data are described in this Privacy Policy;
- Processing of your personal data is limited to only those data that are minimally necessary for the purposes for which they are processed;
- Ask for your explicit consent if we need it for the processing of your personal data;
- Have taken appropriate technical and organizational measures to ensure the security of your personal data;
- Do not pass on personal data to other parties, unless this is necessary for the execution of the purposes for which they were provided;
- To be aware of your rights regarding your personal data, to point this out to you and to respect them.

As Heyligers d+p we are responsible for the processing of your personal data. If, after reading our Privacy Policy, or in a general sense, you have any questions about this, please contact us.

### **1. Processing of personal data of relations or suppliers**

Personal data of relations or suppliers are processed by Heyligers d+p for the following purpose(s):

- Administrative purpose;
- Communication about the assignment and/or invitations;
- Implementing or issuing an order.

The base for this personal data is:

- The agreed assignment;

For the above objective(s), Heyligers d+p may request the following personal data from you:

- First name;
- Last name;
- Business phone number;
- Business email address;
- Gender.

Your personal data will be stored by Heyligers d+p for the above processing(s):

- During the term of the agreement and afterwards in the financial administration (as long as is required by law) and in the project file.

### **2. Processing of personal data of newsletter subscribers**

Personal data of newsletter subscribers are processed by Heyligers d+p for the following purpose(s):

- Informing the person by means of news items. The basis for this personal data is:
- The active relationship database of newsletter subscribers.

Heyligers d+p may request the following personal data from you for the above objective(s):

- First name;
- Last name;
- E-mail address.

Your personal data will be stored by Heyligers d+p for the above processing(s):  
- During the period that one is registered.

### **3. Processing of personal data of potential clients and external advisers.**

Personal data of potential clients and external advisers are processed by Heyligers d+p for the following purpose(s):

- Information provision in the form of newsletters and/or targeted contacts.

The basis for this personal data is:

- Oral permission, issuing a business card and/or via a link on LinkedIn;

For the above objective(s), Heyligers d+p may request the following personal data from you:

- First name;
- Last name;
- Phone number;
- E-mail address.

Your personal data will be stored by Heyligers d+p for the above processing(s):

- During the period that one is seen as a potential client and external consultant.

### **4. Processing personal data of employees**

Personal data of employees are processed by Heyligers d+p for the following purpose(s):

- Implementing the employment contract.

The basis for this personal data is:

- The employment contract.

For the above objective(s), Heyligers d+p may request the following personal data from you:

- First name;
- Last name;
- Phone number;
- E-mail address;
- Date of birth;
- Salary information;
- Copy ID;
- BSN number;
- Bank details
- Emergency number 1st contact person.

Your personal data will be stored by Heyligers d+p for the above processing(s):

- During the period that one has a contract and after that only in the financial administration for a maximum of 7 years.

### **5. Disclosure to third parties**

We may provide the information you provide to us to third parties if this is necessary for the implementation of the purposes described above.

For example, we use a third party for:

- Taking care of the (financial) administration;
- Taking care of the ICT environment;
- Taking care of the salary administration;
- Taking care of newsletters;
- Taking care of the internet environment, specific forms on our website.

We never pass on personal data to other parties with whom we have not concluded a processor agreement. We will of course make the necessary arrangements with these parties (processors) to guarantee the security of your personal data.

Furthermore, we will not provide the information you provide to other parties, unless this is legally required and permitted.

An example of this is that the police request (personal) data from us in the context of an investigation. In such a case, we must cooperate and are therefore obliged to provide this information. We can also share personal data with third parties if you give us written permission for this.

### **6. Minors**

We only process personal data of minors (persons under the age of 16) if written permission has been given by the parent, carer or legal representative.

## 7. Retention period

Heyligers d+p does not store personal data longer than necessary for the purpose for which it was provided or required by law.

## 8. Security

We have taken appropriate technical and organizational measures to protect your personal data against unlawful processing, for example we have taken the following measures;

- All persons who can access your data on behalf of Heyligers d+p are bound by confidentiality thereof.
- We have a username and password policy on all our systems;
- We pseudonymize and ensure the encryption of personal data if there is reason to do so;
- We make backups of the personal data in order to be able to restore it in the event of physical or technical incidents;
- We regularly test and evaluate our measures;
- Our employees have been informed about the importance of the protection of personal data.

## 9. Rights regarding your data

You have the right to inspect, rectify or delete the personal data that we have received from you. You can also object to the processing of your personal data (or part thereof) by us or by one of our processors. You also have the right to have the data provided by you transferred by us to yourself or on your behalf directly to another party. We may ask you to identify yourself before we can comply with the aforementioned requests.

If we are allowed to process your personal data on the basis of a permission given by you, you always have the right to withdraw this permission.

## 10. Complaints

If you have a complaint about the processing of your personal data, we ask you to contact us immediately. If we cannot reach an agreement with you, we will of course find this very annoying. You always have the right to file a complaint with the Dutch Data Protection Authority, this is the supervisory authority in the field of privacy protection.

Information

If you have any questions or comments regarding our Privacy Policy, please contact us.

Heyligers design + projects

[www.h-dp.nl](http://www.h-dp.nl)

[info@h-dp.nl](mailto:info@h-dp.nl)

(further contact details see letterhead at the top of this document)