

Privacy Statement
November 2019

BiermanHenket, with its registered office at Hal 13a, 5296 PZ in Esch, NL, is responsible for the processing of personal data (data controller) as shown in this privacy statement.

BiermanHenket is committed to protecting your personal data. This privacy statement contains clear and transparent information about the processing of personal data by BiermanHenket.

BiermanHenket will make every effort to safeguard your privacy and will therefore handle personal data with great care. BiermanHenket will comply with all applicable laws and regulations, including the General Data Protection Regulation.

This means that BiermanHenket will in any case:

- Process your personal data in accordance with the purpose for which they were collected, which purposes and type of personal data are stated in this privacy statement
- Process only those personal data which are minimally required for the purposes for which they are being processed
- Request your explicit permission if needed by BiermanHenket for the processing of your personal data
- Ensure that it has taken appropriate technical and organisational measures to ensure the security of your personal data
- Not transfer personal data to third parties unless necessary for the purposes for which they were collected
- Be aware of and respect your rights in relation to your personal data.

BiermanHenket has drawn up this privacy statement to explain to you which data are collected and how they are used. If after reading the privacy statement or in general, you have any questions about privacy or you wish to contact BiermanHenket about data protection, please use the contact details at the bottom of this document.

1. PURPOSE

Which personal data will BiermanHenket collect and process, for which purpose, on which legal basis and for how long?

1.1. Processing personal data belonging to business relations.

The personal data of business relations (clients and contractors, industry colleagues, advisers, suppliers and other business relations) are processed by BiermanHenket for the following purpose(s):

- Administrative purposes
- Communication about the assignment and/or invitations
- Sending out our newsletter/brochure
- Performing an assignment or placing an order
- Requesting environmental permits
- Legal obligation to registration, for instance, data which are necessary for submitting tax returns

The legal basis for these personal data is the agreed assignment.

BiermanHenket may request and process the following personal data for the above-mentioned purpose(s):

- First name and surname
- Titles
- Gender
- Address details
- (Business) phone number
- (Business) email address
- Website address

- Bank account number (business only)
- Organisation where employed
- Job title at organisation

Your personal data will be stored by BiermanHenket for the above-mentioned processing for the following period:

- During the term of the agreement and afterwards in the financial administration only, for a maximum of 7 years.
- The above-mentioned personal data will be stored only for the purpose of sending out (digital) newsletters, brochures and invitations, until cancellation.

1.2 Processing the personal data of Newsletter subscribers

The personal data of Newsletter subscribers are processed by BiermanHenket for the following purpose: informing the person by means of (digital) news channels.

The legal basis for these personal data is subscription to the newsletter.

BiermanHenket may request the following personal data for the above-mentioned purpose:

- First name and surname
- (Business) email address

Your personal data will be stored by BiermanHenket for the purpose of the above-mentioned processing during the period that the person has registered, until cancellation.

1.3 Processing the personal data of network contacts, lobby contacts and/or interested parties

The personal data of network contacts, stakeholders / lobby contacts and or interested parties are processed by BiermanHenket for the purpose of providing information in the shape of (digital) newsletters, brochures, invitations and/or targeted contact.

The legal basis for these personal data is oral permission, handing over a business card, email and/or linking up on LinkedIn

For the above-mentioned purpose(s), BiermanHenket may request the following personal data from you:

- First name and surname
- Titles
- Gender
- Address details
- (Business) phone number
- (Business) email address
- Website address
- Organisation where employed

Your personal data will be stored by BiermanHenket for the purpose of the above-mentioned processing for the period during which the person is regarded as a network contact / lobby contact and/or interested person.

1.4 Processing the personal data of employees

The personal data of employees are processed by BiermanHenket for the purpose of implementing the employment contract.

The legal basis for these personal data is the employment contract

BiermanHenket may request the following personal data for the above-mentioned purpose(s):

- First name and surname
- Titles
- Gender
- Address details
- Telephone number
- Email address
- Date of birth
- Salary details
- Copy of ID document

- Dutch citizen service number
- Bank details

Your personal data will be stored by BiermanHenket for the purpose of the above-mentioned processing during the period when the person has a contract with BiermanHenket and afterwards in the financial administration only, for a maximum of 7 years.

1.5 Processing the personal data of job applicants

The personal data of job applicants are processed by BiermanHenket for the purpose of replying to the application letter and for the recruitment or non-recruitment of the applicant.

The legal basis for these personal data is the job application process.

BiermanHenket will process the following personal data for the above-mentioned purpose(s):

- First name and surname
- Titles
- Gender
- Address details
- Telephone number
- Email address
- Date of birth (if provided)
- Nationality, work permit if applicable
- Registration as an architect if applicable
- Education

Your personal data will be stored by BiermanHenket for the purpose of the above-mentioned processing for the following period:

- For a maximum of 4 weeks after the application process if the applicant has failed to get the job
- For 6 months after the application process if the applicant has granted permission for their details to be retained for longer in case another vacancy comes up.

2. TRANSFER TO THIRD PARTIES

BiermanHenket will only transfer personal data to third parties if this is necessary for implementing our agreement with you or in order to comply with a legal obligation.

BiermanHenket will never transfer personal data to third parties with whom a processing agreement has not been concluded. BiermanHenket has made agreements with such parties (processors) in order to protect the privacy of your personal data. BiermanHenket may share personal data with third parties if you give us written consent to do so.

3. WITHIN THE EU

BiermanHenket does not pass personal data to parties that are based outside the EU.

4. TERM OF STORAGE

BiermanHenket will not store personal data any longer than necessary for the purpose for which they were collected or as required by law.

5. SECURITY

BiermanHenket has taken appropriate technical and organisational measures in order to protect your personal data against unlawful processing, including the following:

- All persons who on behalf of BiermanHenket may become informed about your data, are bound to confidentiality.
- BiermanHenket operates a username and password policy on all systems
- The security software, such as virus scanner and firewall, are up to date at all times.
- BiermanHenket applies pseudonymisation and encrypts personal data where necessary

- BiermanHenket makes back-up copies of personal data in order to be able to restore them in case of physical or technical incidents
- BiermanHenket tests and evaluates the measures on a regular basis
- Staff are informed about the importance of protecting personal data.

6. AUTOMATED DECISION-MAKING

BiermanHenket does not take decisions on the basis of automated processing in matters which can have (significant) consequences for people. This concerns decisions taken by computer programmes or systems without human intervention (for instance by a BiermanHenket staff member).

7. WEBSITE AND COOKIES

The BiermanHenket website only uses technical and functional cookies. These cookies are used by the Google Analytics service in order to record statistics about our websites. This is done by the Google company. More information about the Google privacy policy is available on: <https://www.google.com/intl/nl/policies/privacy/>. The statistics concern visits to and clicking behaviour on the website. This is used to optimise the information available on the site. These data are not transferred to third parties by BiermanHenket.

You can decline cookies by setting your internet browser so that it does not store cookies. You can also delete all information from your browser which was stored earlier, by using your settings.

8. MAIL AND WEB PROVIDER

BiermanHenket purchases its web hosting and email services from Exacthost. This certified company has access to your data in order to provide (technical) support. They will never use your data for any other purpose. The Exacthost privacy statement can be viewed here: <https://www.exacthost.nl/over-exacthost/exacthost-privacy-policy/>.

Exacthost processes personal data on behalf of BiermanHenket and does not use your data for its own purposes. This party is able to collect metadata about usage of the services. Such metadata are not personal data. Exacthost has taken appropriate technical and organisational measures in order to prevent loss and unlawful use of your personal data.

The connection between visitors to the website and the web server is secured using an SSL Certificate issued by Exacthost.

BiermanHenket uses Exacthost services for regular business email traffic. This party has taken appropriate technical and organisational measures in order to prevent abuse, loss and corruption of your data as much as possible. Exacthost does not have access to the BiermanHenket inbox, and BiermanHenket handles all email traffic confidentially.

9. NEWSLETTERS

BiermanHenket sends out its newsletter via email using MailChimp. More information about the MailChimp privacy policy is available here: <https://mailchimp.com/legal/privacy/>. MailChimp will never use your name and email address for its own purposes. At the bottom of any email sent out automatically by MailChimp you will find an 'unsubscribe' link. If you click this link, you are automatically removed from the BiermanHenket mailing list and you will no longer receive the newsletter. Your personal data will be stored securely by MailChimp. MailChimp uses cookies and other internet technologies to determine whether emails are opened and read. MailChimp reserves the right to use your data for further improvement of the service provision and to share information with third parties in the context of these activities.

10. RIGHT OF DATA ACCESS, RECTIFICATION AND ERASURE

You are entitled to access your personal data collected by BiermanHenket and request their rectification or erasure. You may also object to the processing of your personal data (or part of your personal data) by BiermanHenket or one of the processors. You are also entitled to have the personal data provided by you transmitted by BiermanHenket to yourself or, on your instruction, directly to another controller. If BiermanHenket is permitted to process your personal data on the basis of consent granted by you, you are

entitled at all times to withdraw such consent. You may send a request to access, rectification, erasure or portability of your personal data, or a request to withdraw your consent or object to the processing of your personal data, to info@biermanhenket.nl. In order to make sure that the request for access was made by you personally, you must enclose a copy of your proof of identity with your request. Please black out your passport photo, the machine-readable zone (the strip of numbers at the bottom of the passport), the passport number and citizen service number (BSN) in order to safeguard your privacy. BiermanHenket will respond to your request as soon as possible.

11. COMPLAINTS

In case of a complaint about the processing of your personal data, BiermanHenket requests that you contact them directly. If BiermanHenket is unable to arrive at a solution with you, you are entitled to submit a complaint to the Data Protection Authority, the national supervisory authority regarding privacy protection. In the Netherlands, this can be done via the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

12. QUESTIONS

If you have any questions or comments relating to this privacy statement, please contact BiermanHenket.

13. DISCLAIMER

BiermanHenket is entitled to change the content of the Privacy statement without notification to the business relations. It is sufficient to implement the change on the website.

14. CONTACT DETAILS

BiermanHenket

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