

## **PRIVACY STATEMENT**

### **BENS & PARTNERS B.V. (UPDATED 01-05-2020)**

*This page tells you about what Bens & Partners does with personal data, how Bens & Partners protects personal data and how you can exercise the rights you have under privacy legislation.*

#### **WHAT ARE PERSONAL DATA?**

Personal data means any information that is traceable to you as a person. Your name, your home address or email address are examples of personal data. On the website of the Dutch Data Protection Authority (the Dutch DPA) you will find more information about personal data and privacy legislation.

#### **WHY DOES BENS & PARTNERS USE YOUR PERSONAL DATA?**

Whenever you wish to receive information from Bens & Partners, or whenever we carry out a project / activity with / for you, we need your details so that we can send and exchange information. Bens & Partners also saves the data you provide when you request, for example, a folder or a project report. In addition, Bens & Partners processes your personal data so that it can send the online newsletter and digital press releases when applicable. In such cases, Bens & Partners uses your personal data based on your consent. Your personal data may also be used when you participate in projects conducted by Bens & Partners or vice versa. Bens & Partners is allowed to use personal data when conducting projects on your behalf or together with you. When special personal data such as health data are required for this purpose, we always asks for your consent.

#### **HOW LONG DOES BENS & PARTNERS KEEP YOUR PERSONAL DATA?**

Bens & Partners does not keep your personal data any longer than is necessary for the purpose for which it is being held. If you have signed up to receive information from Bens & Partners and you later sign off, Bens & Partners will delete your personal data.

When Bens & Partners completes a project that involves use of your data because you were a project partner in any form, your data are deleted once they are no longer needed for archiving purposes. By this we mean that for an extended period it needs to be possible to substantiate the outcome and products of a project by referring to the underlying data. In this situation, Bens & Partners will protect the personal data.

#### **HOW DOES BENS & PARTNERS SECURE YOUR PERSONAL DATA?**

Bens & Partners attaches great importance to ensuring that personal data provided by you are handled and kept secure with the greatest possible care. In order to optimally protect your personal data against loss, theft, unauthorised access or misuse, Bens & Partners takes the correct technical and organisational measures to keep your personal data secure, which includes the use of security technology. In terms of organisation, Bens & Partners has arranged for project related data to be accessible exclusively by those involved in the project and not to share data with third parties.

#### **DOES BENS & PARTNERS GIVE PERSONAL DATA TO OTHER ORGANISATIONS?**

Bens & Partners adheres to the principle that it does not share your personal data with others. The data will not be sold for whatever purposes. However, there can be exceptions such as legal proceedings or crime prevention, whereby Bens & Partners is required / obliged to give personal data to for example authorities.

#### **WHAT ARE YOUR PRIVACY RIGHTS?**

Under the prevailing privacy legislation you have various rights you can exercise to keep control of the personal data an organisation collects about you and uses. For example, you are entitled to access the personal data that Bens & Partners has about you. This right of access is intended to enable you to check whether the data are correct and to make any rectifications as necessary. You can also check whether Bens & Partners has used the data lawfully. As well as the right of access, you have the right to object against the use of your data by Bens & Partners.

If you wish to exercise your privacy rights, please contact us via email at [info@benspartners.nl](mailto:info@benspartners.nl). For this purpose, you must also provide Bens & Partners with a copy of your ID-card, passport or driving license in order to establish your identity. Please send us the copy of your ID including this in your e-mail with your request. Bens & Partners recommends the use of the CopyID app of the Dutch National Government that allows you to make a secure copy. Please click [here](#) for more information about the CopyID app (Dutch). Your request will always be processed but this does not necessarily mean that your request can be granted.

This is because the prevailing privacy legislation recognises exceptional situations in which your privacy rights are not valid. This may be the case, for example, where personal data are used to conduct research.

You will receive a reply to your request within a month. If your request cannot be processed within a month, you will be notified accordingly. Bens & Partners is required to process your request within three months at the latest.

Bens & Partners's response addressing the matter of your request is a decision governed by the General Administration Act. If you disagree with the decision because Bens & Partners has denied your request partially or in full, you can lodge an objection and subsequently apply to the administrative law courts.

### **INCIDENTS (DATA BREACH)**

In spite of our precautionary measures designed to give personal data the best possible protection, it remains possible that an incident may occur in which personal data are involved. An incident of this type is called a data breach. If you believe that a data breach is occurring at Bens & Partners, always get in touch with the Data Protection Officer at Bens & Partners via email [info@bensenpartners.nl](mailto:info@bensenpartners.nl).

The following information should be supplied when reporting a data breach:

- your name and contact details;
- the nature of the incident;
- which personal data are involved;
- which systems are involved in the incident; and
- when and how you discovered the incident.

### **QUESTIONS AND COMPLAINTS**

If you have any questions about this privacy statement, exercising your rights or Bens & Partners's activities in the field of personal data, you can get in touch online with the Data Protection Officer at Bens & Partners via email [info@bensenpartners.nl](mailto:info@bensenpartners.nl).

If you have a complaint about how Bens & Partners handles personal data, we would like to hear from you. You can also report your complaint to the Dutch [Data Protection Authority](#).

### **CHANGES**

This privacy statement may be changed at any time by Bens & Partners without prior announcement. Changes come into effect as soon as they are published on the website [www.bensenpartners.nl](http://www.bensenpartners.nl).

### **GENERAL INFORMATION**

For general information, please contact:

Bens & Partners B.V.

Picardiehof 18, 5627 HL Eindhoven

Email [info@bensenpartners.nl](mailto:info@bensenpartners.nl)

Web [www.bensenpartners.nl](http://www.bensenpartners.nl)

Tel. +31 (0)6 53 64 17 73

KvK number 17096927