



## PRIVACY STATEMENT PORTAL BUILDER APP

Please read the information in this Privacy Statement carefully before completing the installation process and before you start using the App. With this Privacy Statement we would like to inform you on how this App (can or may) use your (personal) data and/or the personal data of others, and how Advisie Automatisering B.V. or one of its subsidiaries "Advisie" respects your privacy in general. By installing and/or using the App, you agree to the use of your (personal) data as described in this Privacy Statement. If You do not agree to such use, do not install and use the App!

### GENERAL

Your privacy is important to us. Advisie has a strict privacy policy with regard to the processing and protection of your personal data. Our privacy policy applies to all data that we obtain from you via our App(s), websites, Customer Portal, telephone, mail, in writing or from personal contact.

Advisie respects your privacy. We ensure confidential treatment of the personal data that you provide to us. Processing of personal data is done in a manner that is in accordance with the requirements of the REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL (General Data Protection Regulation or GDPR).

You do not have to register or identify yourself to visit our website. If you use the Customer Portal of Advisie you will receive a personal account for this. For this it is sufficient to provide us with your name and email address.

### WHICH PERSONAL DATA DOES THE APP PROCESSES?

The (Personal) data which You submit through the App to Your own environment or to the environment of others will be processed by Advisie. Advisie will not access this data, use this data or share this data with others. Which (Personal) data will be processed by Advisie is the responsibility of the Controller of the data. Advisie only processes (Personal) data on behalf of the controller.

### WHICH PERSONAL DATA DOES ADVISIE PROCESSES?

Advisie processes personal data if permission has been granted, if you visit our Customer Portal, use services that we offer through our website, App and/or because you provide us with data via our website, email or in any other way.

Personal data that we can process are:

- First name, insertion and last name,
- Gender and title,
- (mobile) telephone number,
- Email address,
- Job name and job description,
- IP address,
- Other (personal) data that you enter or send on your own initiative in, for example, a contact form,
- Other matters as included in our cookie statement.

Advisie aims to process only those personal data that are strictly necessary for the purpose for which they have been collected. Not all of the above information is processed in all cases.



In addition to regular personal data, we also process special categories of personal data and/or sensitive data when you use certain services that we offer through our website and/or because you provide them to us through our website. Below you will find an overview of special personal data and/or sensitive data that we can process on our website:

- log-in data for the Customer Portal Advisie,
- a CV sent by you,
- a motivation letter that you have sent for your application.

#### **DO I HAVE ACCESS TO MY PERSONAL DATA?**

You have the right to view, correct or request us to delete your personal data. You also have the right not to have your personal data (temporarily) processed, transferred or subject to automated individual decision-making.

If you log in to the Customer Portal, you can view, change or, if desired request us to delete your personal data. If you are not an Advisie customer, and/or you do not have access to the Customer Portal, but you want to have insight into which personal data we have collected from you, you can contact us at [privacy@advisie.nl](mailto:privacy@advisie.nl) or in writing. Upon request, we will provide you with access to your personal data within one month and can correct it, delete it or forward it to a third party on request. Advisie may, in some cases, ask you to identify you before we can process a request.

#### **WHAT DO WE DO WITH YOUR PERSONAL DATA?**

You agree that we may use your personal data to give you access to our services, App(s) and to provide you support through our Customer Portal, by email or by telephone. We process your personal data in order to be able to communicate with you, because you have applied to us, or to be able to provide you with information regarding the products and services that we offer you.

#### **Lawfulness of processing**

The legal grounds for processing used by us are your explicit consent, necessary for the performance of a contract with you or the organization for which you work, or if we have a legitimate (marketing) interest in this. For example, to inform you about (new) products, services and other commercial activities.

Your personal data can be processed for the following purposes:

- for sending our newsletter and mailings.
- to be able to provide services to you via our website and / or customer portal,
- to be able to contact you if you complete a contact form or a survey or participate in a marketing activity,
- for identification, authentication and authorization of users of our Customer Portal,
- to be able to respond to your application, your letter of application and / or CV.

#### **HOW LONG IS MY DATA STORED?**

Advisie does not store and process collected personal data any longer than strictly necessary, or legally required, to realize the purposes for which the data was collected. We use the following retention periods for this:

- you have applied to us; If your application does not lead to an employment contract, your data will be deleted by us within 30 days of the end of the application procedure,
- you or the organization for which you work has an agreement with Advisie in which you are involved. Your personal data will be processed by us for as long as the agreement lasts or until you or your (former) employer requests us to delete it. Advisie processes such a request within 30 days,



- you have subscribed for a newsletter; you can request us to delete your data at any time (and / or withdraw your permission to receive the newsletter). Advisie processes such a request within 30 days,
- you have entered your contact information via a web form on our website or provided it to us via email, in writing or over the telephone because you want information and/or advice from us. Your data will be processed by us as long as it is necessary for the purpose for which you provided it. In all cases, your personal data will be deleted by us within 30 days at your request. If we have not been in contact with you for more than one year, your data will be automatically deleted unless Advisie has a legitimate interest in processing it any longer.

#### **WILL MY DATA BE SHARED WITH THIRD PARTIES?**

You have the option to submit (personal) data through the App or share them with others. You are fully responsible to inform the data subjects of your use of their (personal) data, and if necessary, to obtain their consent for such use.

When using the App, you are responsible to comply with the legal requirements, regulations and law of the country where you use it. This includes compliance with the legal requirements of the countries where the data subjects reside. Advisie does not provide your personal data to third parties, unless this is necessary in the context of the execution of a contract that you conclude with us in which you are a data subject, to ensure that the App functions correctly, if this is required by law or if you request this from us. In the event of a suspicion of fraud or misuse of our App, websites or services, we may hand over personal data to the competent authorities.

Advisie provides, if applicable, agreements with other parties for a lawful, proper and transparent data processing. For the processing of data, Advisie only cooperates with organizations that use the same level of security and confidentiality as we do.

Advisie uses the Hubspot marketing tool. In certain cases, your personal data may be transferred to a Hubspot server in The United States. Hubspot has the Privacy Shield certification and therefore complies with Art. 45 'Transfers on the basis of an adequacy decision' of the GDPR. You can find the Hubspot privacy policy on (<https://legal.hubspot.com/privacy-policy>).

#### Third party Apps or websites

Our Privacy Statement does not apply to third-party Apps or to websites that are connected to our App or website through a possible link. Advisie cannot guarantee that these third parties will handle your personal data in a reliable or safe way. We recommend that you read the privacy statement of these third parties before using their Apps, services or websites.

#### Social media buttons

Buttons are included on our websites to promote and share web pages or information on social networks such as Facebook, LinkedIn and Twitter. These buttons place cookies.

These buttons work by using pieces of code that come from these social networks themselves. We have no influence on that. Read the privacy statement of these networks to read what they do with (personal) data that they can obtain from you through these cookies.



## WILL MY PERSONAL DATA BE SAFE?

Advisie takes appropriate organizational and technical data protection measures to prevent abuse, loss, unauthorized access and other unwanted actions with personal data. These measures are included in our data protection policy.

## COOKIE POLICY

Our website uses cookies. A cookie is a small file that is automatically stored on your computer when you visit our website. With this, for example, your preferences can be saved, so that you do not have to re-enter your preferences with every visit. You can disable the use of cookies through your browser.

Visitor information is recorded on our website. Hereby the IP address of your computer can be registered and used for statistical analyzes of visits and click behavior on the website. With this we also want to improve the functioning of the website, including the findability of information, where possible.

Our cookie statement contains further information about our use of cookies and which personal data is processed thereby. You can read our full Cookie statement here.

## COMPLAINTS

If you have a complaint about how we are processing your personal data, you can submit your complaint by sending us an e-mail to [privacy@advisie.nl](mailto:privacy@advisie.nl). You can also report complaints about the processing of your personal data to the Dutch Data Protection Authority.

## MODIFICATIONS OF THIS PRIVACY STATEMENT

Advisie reserves the right to modify its Privacy statement at any time. We publish changes on our website. We recommend that you regularly check the Privacy statement for changes.

Contact details:

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