



HET JACHTHUIS
RESIDENCE
★★★★★

Privacy Statement Het Jachthuis Residence

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1. Preface

This is the 'Het Jachthuis Residence' (hereafter: Jachthuis Residence) Privacy Statement. This Privacy Statement applies to all private data and/or personal data that you provide to us. For example: through e-mail or contact form. We will clearly explain where your data is stored and for what purpose this data is stored. In addition, you will also find all your rights in this Privacy Statement, and information on how you can invoke those rights.

Jachthuis Residence is a company, specialized in the rental of accommodations for; among others, Indian Expats. We offer short and long stay packages. We offer very complete service for all Jachthuis Residence tenants: weekly cleaning, 24/7 service, BSN number, a Dutch bank account and much more.

There are several situations where Jachthuis Residence needs to collect and use your personal data. For instance: the moment you become a Jachthuis Residence tenant. It is important that you know what happens to your personal data and how you can clearly communicate your wishes regarding this use of your personal data.

Jachthuis Residence takes your privacy very seriously and will process and use your information in a secure manner. All articles in this Privacy Statement are in accordance with the applicable [GDPR legislation](#): the General Data Protection Regulation that has been in force since **25 may 2018** in The Netherlands.

Are you uncomfortable with the use of your data by Jachthuis Residence? Feel free to contact us at any time!

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2. Categories of personal data

If you use our services and/or order our services, you will inevitably leave certain personal information with us. This can be (personal) data such as your name, address, date of birth, telephone number and e-mail address. Personal data is data that can be traced to a natural person. As a result, for example, a company e-mail with john.johnsson@company.eu falls under the scope of the GDPR.

We only store and use the personal data that is provided directly by you or for which it is clear that it is provided to us for processing.

3. Basis and purpose for data processing

We may only lawfully process your personal data if we do so on a legal basis. We process your personal data because this is necessary for conducting the agreement between you and Jachthuis Residence, as laid down in **article 6 paragraph 1 sub b** of the [General Data Protection Regulation \(GDPR\)](#). We cannot provide good and complete services without personal data. The processing of personal data includes, among other things, the storage, use and viewing of personal data.

➤ **There are different purposes or which Jachthuis Residence collects your personal data:**

1. Making contact

- In some cases it is necessary to contact you. These may, for example, be cases in which we have additional questions about the rental period or other information, or when we want to inform you about something (with regard to our accommodations and services). For this purpose, we store (among other things) your e-mail address and telephone number.

2. Sending and storing invoices

- Every company has a billing obligation. All invoices will be kept/collected in storage. These invoices are required for filing a tax return. You can see invoicing as the purpose for which we collect (personal) data. For invoices we use name and address data in the broadest sense of the word.

3. Sending payment reminders

- We need personal data to send payment reminders. This personal data is only used for sending reminders. We take the greatest care while doing this.

4. Sending newsletters


- Through WhatsApp, Jachthuis Residence sends Newsletters to guests. *Only guests will receive these newsletters.* These Newsletters

5. Accounting system

- For our accounting system, it is important that we store and use your personal data.

6. Registration form

- When you arrive at Jachthuis Residence, it is important to fill out a Registration Form. For security reasons, it is important to collect a Registration Form. This gives Jachthuis Residence a broader view of a tenants situation:



REGISTRATION FORM¹

	Company Name :		
	Company ID:		
	Gender: Male/Female	First Name:	Last Name:
	Date of birth:		
	Address:		
	Postal Code/ City:		
	Country:		
	Mob.nr./Whatsapp: *91		
	E-mail:		
	Way of identifying* passport / identitycard / driverslicense** : nr.***:		**] delete if not applicable ***] it is not required to fill out
	<small>*] As per 25 May 2018 the General data protection Regulation is effective (AVG). For that reason I would like to grant you permission to use your data (name, address, date of birth, email and phone number) in our system. The data is carefully stored and used only to support our services, billing, our obligation to register for the basic administration for the municipality and fiscal data retention. Thank you very much!!</small>		
	Sharing bedroom: yes/no		
	Privat bedroom: yes/no		
	Airport pick-up: yes/no	Flight nr:	Arrival time Schiphol:
	or the pick-up address:		
	Arrival date:	End of stay date:	Work location:
	hereby declare to have completed this form truthfully and I accept the conditions.		
	Soesterberg	Signature,	
	_ - - 201_	_____	
	The following to be completed by het Jachthuis		
	Accommodation:		
	Invoice/Confirmation of payment Rent shared/non shared/unit		€
	Transport daily to Nike Hilversum/KPN Houten/ING Bunnik/		€
	Cab Schiphol -	d.d:	€
	Payment: Due/Kas/Bank/Pin maestro/Creditcard	nr: xxxxx	€
	Guestremarks (f.e. Projectnr.etc.)		
	Wie wat waar verwerkt d.d:	door:	
	Afas debiteur aangemaakt d.d:	door:	Factuur aangemaakt d.d.: door:

Excel:

Jachthuis Residence keeps track of tenants information on Excel. This is for the sake of good bookkeeping of Jachthuis Residence.

4. Period of storage

Your data will be stored by Jachthuis Residence as indicated in the paragraph before this one. Of course your data will never be kept longer than necessary to perform the necessary activities. This, unless Jachthuis Residence has to keep your data longer due to a legal regulation.

1. Making contact

- For the purpose of “contacting you” we do not store your data any longer than the period you are a tenant of one of the Jachthuis Residence accommodations. We never keep data longer than necessary.

2. Sending and storing invoices

- We are obliged by the Dutch tax authorities to store invoices. After all, the tax authorities must be able to check our records. According to the [requirements of the Dutch tax authorities](#), we must keep invoices for at least 7 years. We make sure to live up to these requirements.

3. Sending payment reminders

- For this purpose we keep the data for as long as necessary, and in any case no longer than 7 years.

4. Sending newsletters

- Because only guests will receive the WhatsApp Newsletters, the personal data kept for this goal will be erased after someone isn't a guest anymore.

5. Accounting system

- See 4.2 and 4.1 of this Privacy Statement.

6. Registration form

- The Registration Forms will be kept for a maximum of one year after a tenant leaves Jachthuis Residence.

5. Receiving parties of data

Jachthuis Residence will share your information with third parties, in certain cases. This only happens when this is strictly necessary. Jachthuis Residence will not, under any circumstances, share your personal data with third parties for commercial purposes.

In order to be able to handle tenants in a correct fashion and do our business as best as we can, we work together with a number of external parties. Think of parties who support us keeping finances on track. We believe it is very important to inform you about the external parties with which we cooperate. This way, you know with whom we share your personal data if this is necessary for our business operations. In addition, if the nature of the data requires this, we have [‘processor agreements \(link to Dutch page\)’](#) with external parties.

In this section you will also receive information about “e-mail Clients”, Google Analytics and cookies, in relation to Jachthuis Residence.

➤ **Overview of external parties with whom your data, if necessary, is shared:**

1. AFAS, Accountant and Tax Collecting service

For our accounting and administration we use services provided by our accountant. We share your personal information if need be and details which relate to your rental period. This data is encrypted and secured before being transferred. The accountant has implemented proper technical and organizational measures to ensure the safekeeping of your information. Your data will be kept for at least seven years to adhere to the legal fiscal requirements.

2. Employers

To some extent, employers will receive information about you. This is necessary for us to guarantee the best service.

E-mail:

Regular contact with our clients is, in some cases, through email. We use “Outlook” as our email client. For receiving and sending emails, only a secured SSL-connection is used. Emails are securely (encrypted) stored in the datacentre of our hosting service. The hosting service has taken proper technical and organizational measures to ensure the safekeeping of your data. Emails are kept no longer than two years.

Facebook marketing:

Jachthuis Residence posts on the official Jachthuis Residence Facebook page now and then. This page is meant for marketing of Jachthuis events and information. **Note:** persons *choose* to like this page. All though Jachthuis Residence gets insight in personal information (names), Jachthuis Residence doesn't act on this information.



Cookies:

The Jachthuis Residence website uses cookies. We do this, to improve our services and make sure all our websites work as good as they can.

But what are cookies exactly?

These are small text files that are placed on a PC, mobile (smart) phone or tablet by an (also our) internet page. We use s-called Analytical cookies. We do this in an anonymous way: [Google Analytics](#) gives us insight into the number of visitors, and how visitors use the website. We have not allowed Google Analytics to use this data for other Google services.

To give you insight into the nature of the cookies we use, here is a good overview of the Analytical cookies:

Cookie		Purpose of cookie	Storage period
<i>_gat</i>		Is being used to measure speed of request.	1 minute.
<i>_gid</i>		Is being used to distinguish between different users.	24 hours.
<i>_ga</i>		Analytical cookie: measures website visits and is used to distinguish between different users (anonymous).	26 months.

6. Security

First of all, it is good to state that no physical copies of your personal data are made. Your data is only managed in the aforementioned systems and software.

The personal data managed by Jachthuis Residence (or previously discussed third parties) can only be accessed via the above software. This personal data is protected with a password. Where this possibility is offered even with a two-step verification.

What does a two-step verification mean? A code is then generated from the software. This code is then sent to Jachthuis Residence. This code is then used in the log-in process.

The devices that open your data are also locked with a password and / or fingerprint scan. This only concerns the necessary devices.

Your visit to our website will also be protected by "https" security. This means that your connection to Jachthuis Residence is private. We also have an SSL certificate and a sitelock. Everything to keep your data safe.

For the sake of completeness, more information about online security:

- Security software, such as a virus scanner and firewall.
- TLS (formerly SSL) We send your data via a secure internet connection. You can see this at the address bar 'https' and the padlock in the address bar.
- DNSSEC is an extra security (in addition to DNS) for converting a domain name to the associated IP address (server name); it is provided with a digital signature. You can have this signature checked automatically. In this way we prevent you from being redirected to a false IP address.

In any event, your data will be secured, and stored coded on our internal server.

7. Your rights

a. Right of access

At all times you have the right to request your data, which are recorded and stored at Jachthuis Residence. This can be done by sending an e-mail or telephone contact. You will then receive a clear overview of your data.

b. Right to rectification

Are your details not correct or have they changed? Then you have the right to have this rectified by Jachthuis Residence. This can also be done by telephone contact, or by mailing.

c. Right to transfer data

Do you wish to transfer to another party? Then you have the right to transfer. Jachthuis Residence ensures that your data is transferred neatly to the other party.

d. Right to erase data

In certain cases you have the right to request Jachthuis Residence to destroy data. You can do this with an appeal to the right to forgetfulness. Jachthuis Residence must destroy your personal data in the following situations:

- Jachthuis Residence no longer needs your data for purposes Jachthuis Residence has collected the data for.
- You have explicitly given permission to Jachthuis Residence to use data, but now withdraws it.
- You object to the processing of data, see article 7.6. You have an absolute right to object to direct marketing. Are your interests larger than Jachthuis Residence with regard to processing your data? Then you have a relative right of objection. This means that deletion does not have to take place immediately, only when it is determined that your interest weighs heavier.
- If Jachthuis Residence would process your data unlawfully, you immediately have the opportunity to request the data to be deleted. This is possible, for example, when there is no legal basis for the processing of your data.
- If Jachthuis Residence has exceeded a legal retention period, Jachthuis Residence is obliged to delete your data. This may concern the statutory obligation to retain invoices, see article 5.2. of this statement.
- If you as a client are younger than 16 and Jachthuis Residence has collected your data via an app or website, you can ask Jachthuis Residence to delete the data.

There are exceptions to the right to oblivion from the GDPR. For more information, see the [GDPR document](#).

e. Right to submit a complaint

You always have the right to file a complaint with the Dutch Data Protection Authority if you feel that the Jachthuis Residence has not handled your data correctly. You can do this via this [link](#). The Dutch Data Protection Authority will then deal with this complaint.

f. Right to stop data use, objection

See point 4.

The use of these rights can be done by sending an e-mail to info@het-jachthuis.nl with a copy of the ID-proof. The passport photo, the numbers at the bottom of the passport, the ID number and the BSN number must be made illegible. The aim is to respond to your request within a week. In this way, Jachthuis Residence is sure that you are the rightful person who makes the objection or asks for the deletion (article 7.4).

8. Duties

Jachthuis Residence processes your personal data on the basis of a legitimate interest. This is a commercial interest. Think of offering services from Jachthuis Residence. Your data will never be sold to a third party.

The information that is mandatory to deliver is the minimum required personal data necessary for the provision of services. If you do not provide us with this mandatory information, Jachthuis Residence cannot offer the services (properly).

If it is necessary to share your data with parties other than the aforementioned parties, your consent will of course first be requested.

Jachthuis Residence reserves the right to disclose information when required by law, or when Jachthuis Residence deems it justified to comply with a legal request or process. Also when it comes to ownership or protecting Jachthuis Residence. Hereby we try to respect your right to privacy as much as possible.

Do you have any questions? Feel free to contact us via the information below.

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