

Huurteam Leeuwarden, located at Zuidergrachtswal 3 8933 AD Leeuwarden, is responsible for the processing of personal data as shown in this privacy statement.

Contact details:

<https://www.huurteamleeuwarden.nl/>

Zuidergrachtswal 3 8933 AD Leeuwarden

058 - 213 24 15

M.Kuipers is the Data Protection Officer of Huurteam Leeuwarden and can be reached at info@huurteamleeuwarden.nl.

Personal data we process

Huurteam Leeuwarden processes your personal data because you use our services and/or because you provide this information to us yourself.

Below you will find an overview of the personal data we process:

- First and last name
- Gender
- Date of birth
- Address details
- Telephone number
- E-mail address

Special and/or delicate personal data we process

Our website and/or service does not intend to collect data on website visitors who are under 16 years of age. Unless they have permission from parents or guardians. However, we cannot verify whether a visitor is over 16. We therefore recommend that parents be involved in the online activities of their children, in order to prevent the collection of data on children without parental consent.

If you believe that we have collected personal data about a minor without consent, please contact us at info@huurteamleeuwarden.nl and we will delete this information.

For which purpose and on which basis do we process personal data?

Huurteam Leeuwarden processes your personal data for the following purposes:

- Sending you our newsletter and/or advertising brochure
- To be able to call you or send you an e-mail if this is necessary to perform our services
- Inform you about changes to our services and products

Automated decision-making

Huurteam Leeuwarden makes decisions about issues that can (significantly) affect people based on automated processing. These decisions are made by computer programs or -systems without a human being (e.g. an employee of Huurteam Leeuwarden) being involved. Huurteam Leeuwarden uses the following computer programs or systems: I-kantoor en Windows.

Data retention period

Huurteam Leeuwarden will not store your personal information longer than strictly necessary to fulfill the purposes for which your data are collected. We use the following retention periods for the following (categories) of personal data: 5 years

Sharing of personal data

Huurteam Leeuwarden will not sell your information to third parties and will only provide this information when necessary to fulfill the contract with you or to comply with legal obligations. With companies who process your data on our behalf, we conclude a processor agreement to ensure the same level of security and confidentiality of your information. Huurteam Leeuwarden remains responsible for these processes.

Cookies, or similar techniques, we use

Huurteam Leeuwarden only uses technical and functional cookies. And analytical cookies which do not invade your privacy. A cookie is a small text file which will be saved on your computer, tablet or smartphone when you visit this website for the first time. The cookies we use are necessary for the technical operation of the website and your convenience. They ensure that the website works properly and remember, for example, your preferences. They also allow us to optimize our website. You can disable cookies by configuring your internet browser so that it does not store cookies anymore. In addition, you can delete all information previously stored through your browser settings.

Reviewing, modifying or deleting data

You have the right to view, correct or delete your personal data. You are also entitled to withdraw your possible consent for data processing or to object to the processing of your personal data by Huurteam Leeuwarden and you have the right to data portability. This means that you can request us to send your personal data in a computer file to you or another organization named by you. You can send a request for inspection, correction, deletion, data modification or request to withdraw your permission or objection to the processing of your personal data to info@huurteamleeuwarden.nl. To make sure that the request for inspection was made by you, we ask you to send a copy of your identity document with the request. Make in this copy your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and Citizen Service Number (BSN) black to protect your privacy. We will respond to your request as quickly as possible, but within four weeks. Huurteam Leeuwarden would also like to advise you that you have the option of submitting a complaint to the national data protection authority, the Autoriteit Persoonsgegevens.

You can do so via the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

How we protect personal information

Huurteam Leeuwarden takes the protection of your personal information seriously and takes appropriate measures to prevent abuse, loss, unauthorized access, unwanted disclosure and unauthorized changes. If you feel that your information is not secure or there are indications of abuse, please contact our customer service or via info@huurteamleeuwarden.nl.