

Privacy Statement

BVCM Services B.V. & AR Service Company B.V.

This Privacy Statement applies to the following legal entities of BVCM:

- BVCM Services B.V.
- AR Service Company B.V.
(hereinafter referred to as BVCM)

Both entities are located at Hessenbergweg 83, 1101 CX Amsterdam, Netherlands.
BVCM is responsible for the processing of personal data as outlined in this Privacy Statement.

BVCM highly values the protection of personal data. We are committed to safeguarding your privacy and handle personal data with care. BVCM complies with all applicable laws and regulations, including the General Data Protection Regulation (also known as GDPR, Regulation EU 2016/679).

In our Privacy Statement, we explain:

- Who this Privacy Statement applies to;
- Which personal data we process;
- What we do with your personal data;
- With whom we share your data;
- Your rights regarding your personal data;
- How to contact us about privacy.

Who does this Privacy Statement apply to?

- Clients who use the services of BVCM Services B.V. and AR Service Company B.V.
- Debtors of clients of BVCM Services B.V. and AR Service Company B.V.
- Visitors to the website www.bvcm.com

Personal data we process for our services

BVCM manages and processes personal data of individuals we contact by phone and/or in writing on behalf of our clients. This data is provided to us by our clients. Below is an overview of the personal data processed by BVCM Services B.V. and AR Service Company B.V.:

- First and last name;
- Gender;
- Address details;
- Phone number;
- Email address.

Personal data we process from website visitors

BVCM respects the privacy of all users of its website. We use the following data based on the consent provided by users who fill out contact forms on our websites.

You may provide your personal data to request information or services, to register for training, to receive newsletters, or to apply for a job.

In addition to the purpose for which you have provided your personal data, BVCM Services B.V. and AR Service Company B.V. may use your data to inform you about products and services that may be relevant to you.

Personal data provided through the website includes:

- First and last name;
- Email address;
- Phone number;
- IP address.

Personal data provided by job applicants, whether via the website or otherwise, includes:

- Name, address, city (NAW data);
- Email address;
- Gender;
- Date of birth;
- Phone number;
- Curriculum vitae and motivation letter (details about your education and experience).

We use cookies on this website. Read more in our cookie policy.

Why do we process your data?

We process personal data to carry out our services as efficiently as possible and in compliance with applicable legal obligations. The personal data we collect from you is used solely for the purposes described in this Privacy Statement unless we have explicitly obtained your consent for other purposes in advance. The purposes of processing your data include:

- Delivering our services;
- Optimizing our services;
- Improving our website;
- Maintaining relationships;
- Marketing purposes;
- Sending you information upon your request via the contact form;
- Evaluating your suitability for a specific position during the recruitment process, recording your availability, and inviting you for an interview;
- Complying with legal and regulatory obligations.

We process your personal data based on one or more of the following grounds:

- Necessary for the performance of a contract;
- Necessary to comply with legal and regulatory obligations;
- Consent (when required).

How long does BVCM Services B.V. and AR Service Company B.V. retain your personal data?

BVCM retains your personal data no longer than strictly necessary to achieve the purposes for which the data was collected. We adhere to the following retention periods for different categories of personal data:

- Personal data of debtors of our clients: retained as long as necessary for the agreed assignment;
- Personal data of our clients: 7 years;
- Personal data of website visitors: browser session/cookies up to 24 months;
- Personal data of job applicants: maximum of 1 year with consent.

You can manually delete cookies at any time by following the deletion instructions in your browser settings. Read more in our cookie policy.

Sharing personal data with third parties

To deliver our services, it may be necessary to share your data with other parties/third parties, both within and outside the Netherlands. With companies that process your data on our behalf, we enter into a data processing agreement to ensure the same level of security and confidentiality of your data. BVCM Services B.V. and AR Service Company B.V. do not sell your data to third parties.

Your rights regarding personal data

You have the right to access, correct, or delete your personal data. Additionally, you have the right to withdraw your consent for data processing or to object to the processing of your personal data by BVCM.

You also have the right to data portability. This means you can request BVCM Services B.V. and AR Service Company B.V. to transfer your personal data to yourself or a designated organization in a computer file.

You can send a request for access, correction, deletion, or transfer of your personal data, a request to withdraw your consent, or an objection to the processing of your personal data to privacy@bvcm.com

To ensure the request for access is made by you, we ask you to send a copy of your identification along with your request. On this copy, you should make the following elements invisible:

- Your photo;
- Machine-readable zone (MRZ), the strip with numbers at the bottom of your passport;
- Your passport number;
- Citizen Service Number (BSN).

This is to protect your privacy. You can use the government's 'KopieID' app to easily make the MRZ invisible and specify the purpose of the processing. We will respond as quickly as possible, within four weeks of your request.

How we secure personal data

BVCM takes the protection of its data very seriously. We take appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure, and unauthorized modification. These measures include:

- WithSecure (anti-virus software);
- Next-gen firewall;
- Backups;
- Strong/complex passwords;
- Secure online environment through two-factor authentication;
- Data encryption (network and disk encryption);
- Secure email communication compliant with NTA 7516.

If you believe your data is not properly secured or there are signs of misuse, please contact us at privacy@bvcm.com.

Cookies

When you visit our website, we process your personal data using cookies. We use technical cookies to ensure the website functions properly. Additionally, we use a program for website statistics, but your data is anonymized as much as possible. Read more in our cookie policy.

Changes to the Privacy Statement

We may change this Privacy Statement at any time, with or without prior notice. We recommend consulting this Privacy Statement periodically to stay informed of any changes or updates at BVCM.

Complaints

If you have complaints about the processing of personal data by our office, we encourage you to contact our Privacy Officer:

Mr. J. Groenewegen
privacy@bvcm.com



BVCM Services B.V.
Hessenbergweg 83
1101 CX Amsterdam
Netherlands

You also have the right to file a complaint with the supervisory authority, the Dutch Data Protection Authority. Visit their website at www.autoriteitpersoonsgegevens.nl.