

herguest, located at Bilderstrijkstraat 200 1053 LE Amsterdam, is responsible for the processing of personal data as described in this privacy statement.

Contact details: <https://www.herguest.com>

Bilderstrijkstraat 200 1053 LE Amsterdam

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### **Personal data that we process**

herguest processes your personal data by using our services and / or because you provide them to us. Below you will find an overview of the personal data we process:

- First and last name
- E-mail address

### **Special and/or sensitive personal data that we process**

Our website and/or service does not intend to collect information about website visitors under the age of 16. Unless they have parental or guardian permission. However, we cannot verify whether a visitor is over 16 years of age. We encourage parents to be involved in their children's online activities in order to prevent the collection of information about children without parental consent. If you believe that we have collected personal information about a minor without that consent, please contact us at [hello@herguest.online](mailto:hello@herguest.online) and we will delete that information.

### **For what purpose and on what basis we process personal data**

herguest processes your personal data for the following purposes:

- To be able to call or e-mail you if this is necessary to carry out our services
- To inform you about changes to our services and products
- To deliver goods and services to you

### **Automated decision making based on automated processing**

herguest makes decisions on matters that may have (significant) consequences for individuals. These decisions are made by computer programs or systems, without a human being (for example, an employee of herguest) being involved. herguest uses the following computer programs or systems: We only use Google Docs to store and secure the current data.

### **How long we retain personal data**

herguest does not retain your personal data longer than is strictly necessary to fulfill the purposes for which your data are collected. We apply the following retention periods for the following (categories) of personal data: We only keep the name and e-mail addresses of users who register to be kept informed. This will be kept for an indefinite period of time in order to keep these people up to date with developments.

### **Sharing personal data with third parties**

herguest will only provide to third parties and only if this is necessary for the performance of our agreement with you or to comply with a legal obligation.

### **Cookies, or similar techniques we use**

herguest does not use cookies or similar techniques.

### **View, modify or delete data**

You have the right to view, correct or delete your personal data. In addition, you have the right to withdraw your consent to the data processing or object to the processing of your personal data by herguest and you have the right to data portability. This means that you may submit a request to us to send the personal information we hold about you in a computer file to you or another organization you have named. You may send a request for access, correction, deletion, data treating of your personal data or a request to withdraw your consent or objection to the processing of your personal data to [hello@herguest.com](mailto:hello@herguest.com). To ensure that the request for inspection has been made by you, we ask you to enclose a copy of your proof of identity 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 Burgerservicenummer (BSN) black. This is to protect your privacy. We will respond to your request as soon as possible, but within four weeks. herguest would also like to point out that you have the possibility to file a complaint with the national supervisory authority, the Personal Data Authority. This can be done via the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

### **How we secure personal information**

herguest takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized alteration. If you have the impression that your data is not properly secured or there are indications of misuse, please contact our customer service or [at hello@herguest.com](mailto:hello@herguest.com).