



## PRIVACY STATEMENT MAASSTAD WONINGVERHUUR

When we provide our services, we process your personal data. At Maasstad Woningverhuur, we take your privacy very seriously and that is why we apply a strict policy.

You can be sure that:

- we handle your information with great care and we only use it when necessary;
- all our employees are aware of the privacy policy and they treat your data confidentially;
- we do everything we can to protect your data.

Maasstad Woningverhuur applies the General Data Protection Regulation and other laws and rules concerning the personal data processing.

In this privacy statement you can read how we handle your data.

### CONTACT DETAILS ABOUT THE PROCESSING RESPONSIBLE

Your personal data is processed by:

NAME	: MAASSTAD WONINGVERHUUR BV
BUSINESS ADDRESS	: RIVIUM BOULEVARD 301, 2909 LK CAPELLE AAN DEN IJSSEL
TELEPHONE NUMBER	: 010-7995347
EMAIL ADDRESS	: <a href="mailto:INFO@MAASSTADWONINGVERHUUR.NL">INFO@MAASSTADWONINGVERHUUR.NL</a>
CHAMBER OF COMMERCE	: 68776071
REPRESENTED BY	: R.S. BARREIRO DE LEÓN

### OBTAINING PERSONAL DATA

If you use our services, you will provide us with your personal data to offer you such services. This is possible for example, via a conversation, our website, e-mail, telephone or in any other way; through third parties.

### PURPOSES AND DATA PROCESSING

- If you want to visit a property or want to be registered, we process the following data.

1. Name and surname
2. Address details
3. Email address
4. Telephone number

- If you want to rent a property, we process the following data.
  1. Name and surname
  2. Address details
  3. Date of birth
  4. Telephone number
  5. Email address
  6. Marital status
  7. Family composition
  8. Salary and / or financial data
  9. Income statement
  10. Bank account number
  11. Chamber of Commerce number (if you are self-employed (entrepreneur))
  
- If you want information about the management services or the rent out of your property (portfolio), we process the following data.
  1. Name and surname
  2. Email address
  3. Telephone number
  
- If you want a management service or rent out your property (portfolio), we process the following data.
  1. Name and surname
  2. Address details
  3. Date of birth
  4. Telephone number
  5. Email address
  6. Ownership deed property to be rented out
  7. Property tax assessment real estate to be rented out
  8. Energy label
  9. Bank account number

### **Providing data to third parties**

Your personal data will only be provided to third parties if it is necessary to perform works that results from our services. You can, for example, think of the contractor who comes to solve a maintenance complaint. The personal data provided will be the strictly necessary ones.

Your personal data could also be provided in case of a legal obligation or court order. We will handle this very carefully.

Your data will **never** be provided for commercial or charity purposes.

### **How long do we store your data?**

Your personal data will not be stored for longer than necessary for the purposes fixed in this privacy statement. This means that your personal data will just be stored the time necessary to continue providing our services.

But it also means that if we cannot provide you with our services, after the intake interview, all data about you will be destroyed.

Certain data must be kept longer because we must comply with statutory retention obligations, such as the tax retention obligation.

In short, if we do not longer need the data and if the legal deadlines have expired, we will destroy all data about you. This can be manually or automatically done.

### **How do we protect your data?**

We believe it is important that your personal data is protected against loss or unauthorized access. That is why we have taken appropriate measures.

- Security measures with regard to automated data processing are frequently checked and, if applicable, updated.
- Our employees have a confidentiality obligation with regard to our customers and their personal details.
- A confidentiality obligation also applies to third parties we engage to perform work in the context of our services.

### **Cookies**

On our website we are forced to inform the visitor about cookies and to ask permission for their use (Telecom Law).

Cookies are simple text files that are stored in the hard drive of your computer when you visit a website. A cookie does not store any personal information. They only remember preferences and interests based on your surfing behaviour.

Cookies can never be used to read your private data from your computer or to intercept passwords. They also cannot infect your computer with a virus and are therefore completely safe.

We use cookies to make our website user-friendly. In addition, we also employ cookies to keep track of our web statistics. With this anonymous information we can continue improving our online services. You and other visitors will directly benefit from this.

### **Your rights**

You have the right to request us to inspect your personal data. After receiving your request, you will receive an overview of the personal data within 4 weeks. In case of any inaccuracies you can request this data to be mended, supplemented, deleted or protected.

You can also ask us to transfer your personal data or you can object to your personal data processing of due to special personal circumstances.

Questions about this privacy statement or a request about your personal data processing can be sent to:

MAASSTAD WONINGVERHUUR BV  
[INFO@MAASSTADWONINGVERHUUR.NL](mailto:INFO@MAASSTADWONINGVERHUUR.NL)

If you have any complaint about your personal data processing, please let us know. If we cannot reach a solution, you have the right to file a complaint with the privacy regulator, The Dutch Data Protection Authority. You can contact the Dutch Data Protection Authority for this.

**Privacy statement changes**

This privacy statement can be modified by us. A current version is always published on the website. We therefore recommend you consult this statement so you will keep informed of any changes.

The privacy statement has been established on March 2019