



BE Agency BV, located at Laarderhoogtweg 25, 1101 EB Amsterdam, is responsible for the processing of personal data as shown in this privacy statement.

**Contact information:**

<https://www.be-agency.nl>

Laarderhoogtweg 25

1101 EB Amsterdam

+31 20 3081177

Yvette Kokken is the Data Protection Officer of BE Agency BV.

She can be reached by [yvette@be-agency.nl](mailto:yvette@be-agency.nl).

**Personal data that we process:**

BE Agency BV processes your personal data by using our services and/or because you provide it to us yourself.

**Below is an overview of the personal data we process:**

- First and last name.
- E-mail address.
- IP address.

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

Our website and/or service does not intend to collect data on website visitors under the age of 16. Unless they have permission from parents or guardians. However, we cannot verify that a visitor is over 16. We therefore advise parents to be involved in their children's online activities in order to prevent data about children being collected without parental consent. If you are satisfied that we have collected personal information about a minor without that consent, please contact us through [info@be-agency.nl](mailto:info@be-agency.nl), we will delete this information.

**For what purpose and on the basis of which basis we process personal data:**

BE Agency BV processes your personal data for the following purposes:

- Sending our newsletter and/or advertising leaflet.
- You can call or e-mail if this is necessary to perform our services.
- Inform you about changes to our services and products.

BE Agency BV

Laarderhoogtweg 25 - 1101 EB Amsterdam, The Netherlands - +31 (0)20 3081177

Chamber of Commerce 78326540 – Bank NL76 ABNA 0880 6463 81 – BIC ABNANL2A – VAT NL 861348515 B01

[www.be-agency.nl](http://www.be-agency.nl) – [info@be-agency.nl](mailto:info@be-agency.nl)

**Automated decision-making:**

Based on automated processing, BE Agency BV makes decisions on matters that can have (significant) consequences for individuals. These are decisions that are taken by computer programs or systems, without a human being (e.g. an employee of BE Agency BV) inbetween. BE Agency BV uses the following computer programs or systems:

- Google Analytics.

**How long we keep personal data:**

BE Agency BV does not keep your personal data for longer than is strictly necessary in order to achieve the goals for which your data is collected. We use the following retention periods for the following (categories) of personal data:

- 1 year to optimize the information on the website and possibly adjust it.

**Sharing personal data with third parties:**

BE Agency BV only provides to third parties and only if necessary, for the implementation of our agreement with you or to comply with a legal obligation.

**Cookies, or similar techniques, that we use:**

BE Agency BV only uses technical and functional cookies. And analytical cookies that don't invade your privacy. A cookie is a small text file that is stored on your computer, tablet or smartphone on the first visit to this website. The cookies we use are necessary for the technical operation of the website and your ease of use. They make sure the website works properly and, for example, remember your preferred settings. It also allows us to optimize our website. You can opt out of cookies by setting your internet browser to stop storing cookies. In addition, you can also delete any information previously stored through your browser's settings.

**To view, modify, or delete data:**

You have the right to view, correct or delete your personal data. You can do this yourself through your account's personalization settings. In addition, you have the right to revoke your possible consent for the data processing or to object to the processing of your personal data by our company and you have the right to data transferability. This means that you can submit a request to us to send the personal data that we have about you in a computer file to you or another organization you have mentioned.

If you wish to benefit from your right to object and/or the right to data transferability or if you have other questions/comments about the data processing, please send a specified request to [info@be-agency.nl](mailto:info@be-agency.nl).

To be sure that the request for access has been made by you, we ask you to send a copy of your ID with you accompanying the request. In this copy, black out your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and Social Security number (BSN). This is to protect your privacy. BE Agency BV will respond to your request as soon as possible, but at least within four weeks.

BE Agency BV would also like to point out that you have the possibility to file a complaint with the national supervisory authority, the Dutch Data Protection Authority. This can be done via the following link:<https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>.

**How we protect personal data:**

BE Agency BV takes the protection of your data seriously and takes appropriate measures to prevent abuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you feel that your data is not secure or there are indications of abuse, please contact our customer service or [info@be-agency.nl](mailto:info@be-agency.nl).