

Atrium City Hall, Spui 70, Kamer B04.09, 2511 BT Den Haag, is responsible for the processing of personal data as shown in this privacy statement.

Contact

Atrium City Hall

Data Protection Officer: Laura Wijninga

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www.atriumcityhall.nl

info@atriumcityhall.nl

Chamber of Commerce Netherlands: 41159361

Overview of processing personal data:

Atrium City Hall processes your personal data because you use our services and/or because you provide them yourself. These are:

- Organization name as registered in the Chamber of Commerce Netherlands
- First and last name
- Other personal data that you actively provide, for example by creating a profile on this website, in correspondence and by telephone
- Information about your activities in the Atrium The Hague that will be placed on our website after your approval. See the General Conditions on the website www.atriumcityhall.nl.

Special and/or sensitive personal data that are processed

Our website does not intend to collect data about website visitors under the age of 16. Unless they have permission from their parents or guardian. However, we cannot check whether a visitor is older than 16. We therefore advise parents to be involved in the online activities of their children, in order to prevent data about children being collected without parental consent. If you are convinced that we have collected personal information about a minor without this permission, please contact us via info@atriumcityhall.nl and we will delete this information.

Purpose on the basis of which basis personal data are processed

Atrium City Hall processes your personal data for the following purposes:

- Handling your payment
- To be able to call or e-mail you if this is necessary to be able to perform our services
- Atrium City Hall also processes personal data if we are legally obliged to do so, such as information that we need for our tax declaration.

Automated decision making

Atrium City Hall does not take decisions based on automated processing on matters that can have (significant) consequences for people. These are decisions taken by computer programs or systems, without involving a person (for example, an Atrium City Hall employee). Atrium City Hall uses the following computer programs or systems: Microsoft 365.

How long do we keep personal data

Atrium City Hall does not store your personal data longer than is strictly necessary to achieve the purposes for which your data is collected. We use the following retention periods for the following (categories) of personal data: legal basis in accordance with the Dutch tax law.

Sharing of personal data with third parties

Atrium City Hall will not sell your information to third parties and will only provide it if this is necessary for the execution of our agreement with you or to comply with a legal obligation. We conclude a processor agreement with companies that process your data on our behalf to ensure the same level of security and confidentiality of your data. Atrium City Hall remains responsible for these processing operations.

Usage of cookies or similar techniques

Atrium City Hall only uses technical and functional cookies. And analytical cookies that do not infringe your privacy. A cookie is a small text file that is stored on your computer, tablet or smartphone during your first visit to this website. The cookies we use are necessary for the technical operation of the website and your ease of use. They ensure that the website works properly and, for example, remember your preferred settings. We can also optimize our website with this. You can opt out of cookies by setting your internet browser so that it no longer stores cookies. In addition, you can also delete all information previously saved via the settings of your browser.

View, modify or delete data

You have the right to access, correct or delete your personal data. You also have the right to withdraw your consent to the data processing or to object to the processing of your personal data by Atrium City Hall and you have the right to data portability. 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 mentioned by you.

You can send a request for access, correction, deletion, data transfer of your personal data or request for cancellation of your consent or objection to the processing of your personal data to info@atriumcityhall.nl.

To ensure that the request for access has been made by you, we ask you to send a copy of your ID with the request. Make your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and Citizen Service Number (BSN) is black in this copy. This is to protect your privacy. We will respond to your request as soon as possible, but within four weeks. Atrium City Hall would also like to point out that you have the opportunity 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/en>.

Secure personal data

Atrium City Hall takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you have the impression that your data is not properly secured or there are indications of abuse, please contact us at info@atriumcityhall.nl.