

Privacy and cookie statement

INTERMEDIATE Interim Professionals B.V.

February 2021

Your privacy is for INTERMEDIATE Interim Professionals B.V. (further: "INTERMEDIATE") of great importance. We therefore adhere to the relevant laws and regulations on privacy, including the General Data Protection Regulation (hereinafter: AVG). This means that we:

- **Clearly record our purposes** before we process your personal data, through this privacy statement;
- **Store as little personal data as possible** and only the data that is necessary for our purposes;
- **Request explicit permission** for the processing of your personal data, if permission is required;
- **Take necessary security measures** to protect your personal information. We also impose these obligations on parties that process personal data for us;
- **Respect your rights**, such as the right to view, correct or delete your personal data processed by us.

Your data is safe with us and we will always use this data properly. In this privacy statement we explain what we do at the INTERMEDIATE website with information that we learn about you.

If you have any questions or want to know exactly what we keep about you, please contact us using the contact details at the bottom of this document.

Contact

If you have contacted us by telephone, e-mail, our contact form or social media, we have received information from you. We process these in order to respond to your message to us. We keep this information for a maximum of 5 years, to be able to see, for example, when we last had contact, what it was about and how you responded at the time. It is our legitimate interest to know so that we can better serve you and better prioritize.

Quotes

If you request a quote from us, we will process your company and personal data in order to be able to send you a targeted quote. We keep quotations for 8 years. It is our legal duty to keep records of what preceded an invoice. In addition, we like to save the quotations ourselves, in order to see whether you have previously requested a quotation from us and what the content was.

Agreement

In addition to being able to send quotations and invoices, we sometimes need your data to be able to execute the agreement ourselves and we need data for filing. We then process this data in any case during the agreement and for as long as the limitation period has not expired.

Files

In some cases, we are dealing with files and we also process data from persons who have not contacted us, but who are, for example, a counterparty to our customers. In particular, we process data that is necessary for the contact and we save all emails, letters and conversations. These are necessary for the file and settlement of a dispute (in the form of a settlement or sometimes legal proceedings). We keep this data in any case until there is an irrevocable decision or for as long as is necessary due to an applicable limitation period.

Billing

If you have given us an assignment, we will process the data that is necessary for the performance of that assignment. These are in any case your company name, name and e-mail address and other information that is necessary to be able to send a correct invoice. When paying, we will also see from which account this comes and who the account holder is. We keep quotes, invoices and payment details for 8 years.

Legitimate interest

In some of the above cases, we have a legitimate interest to process data. We have weighed our interest, for example the interest of safeguarding our own evidence and legal position, against the privacy interest of the person whose personal data we process on the basis of this basis. We will not process more data than is necessary to achieve our goal and to safeguard our legitimate interests.

Disclosure to other companies or institutions

With the exception of the parties that are necessary to provide our services, such as website hosting, Wordpress, CRM system, file system, accountant, bank, mail servers, we do not give your personal data to other companies or institutions, unless we are legally obliged to do so. (for example, if required by the police when a crime is suspected).

Statistics

We keep statistics about the use of our website. Our website includes social media buttons. The administrators of these services use this to collect your personal data.

Cookies

Cookies are used for the best possible functioning of our website. Cookies are small files in which we can store information, so that you do not have to enter it every time. But we can also see that you are visiting us again.

You can disable the placing of cookies via your browser settings, but some functionalities of our website will no longer work properly.

Google Analytics

Because we would like to know how our visitors use the website, in order to optimize the use of the website, we use Google Analytics. Analytical cookies from Google are therefore placed through the website. We allow Google to use the information obtained through Google Analytics for other Google services. We do not allow Google to anonymize the IP addresses.

Security

Security of personal data is very important to us. We have therefore taken appropriate organizational and technical measures to protect personal data against loss or other forms of unlawful processing. These measures ensure a security level that matches the data we process.

Changes to this privacy statement

We may have to change our privacy statement, for example because we have started to use a different method. We will always publish the new privacy statement on our website. So always pay attention to the date above and check regularly for new versions. If the changes apply to you directly, we will also communicate the changes directly with you.

Your rights

We would like to inform you about the rights you have and the influence you can exercise on the processing of your personal data.

If you wish to exercise any of these rights, please contact us. See the contact details below.

You have the following rights:

- Receive an explanation of what personal data we have and what we do with it;
- Access to the exact personal data we have;
- Having errors corrected;
- Having outdated personal data removed;
- Having personal data transferred to another party;
- Withdrawing consent;
- Restrict certain processing;
- Object to a particular use.

Make sure that you always clearly state who you are, so that we can be sure that we do not modify or delete data from the wrong person.

In principle, we will comply with your request within one month. However, this period may be extended for reasons related to the specific rights of data subjects or the complexity of the request. If we extend this period, we will notify you in good time.

To file a complaint

If you would like to submit a complaint about the use of your personal data, please send an email to info@intermediate.pro. We handle every complaint internally and communicate this further with you.

If you feel that we are not helping you correctly, you have the right to file a complaint with the supervisory authority. This is called the Dutch Data Protection Authority.

Contact details

INTERMEDIATE Interim Professionals B.V.
Mercuriusstraat 45
2024TL Haarlem
E-mail address: info@intermediate.pro
Phone: +31 (0) 611 662 797

KvK number: 78412374