

PRIVACY STATEMENT

How To Buy A House BV (HTBAH)

HTBAH, incorporated and domiciled in (1054 TT) Amsterdam at the Rhijnvis Feithstraat 3A, is responsible for the processing of personal data as shown in this privacy policy.

Contact details

How To Buy A House BV
Mrs M. (Monique) Burgemeester
Rhijnvis Feithstraat 3A
1054 TT Amsterdam
T: +31 (0)20 – 6181788
M: +31 (0)6 – 24241414
E: monique@howtobuya.house

Personal data processed by How to Buy A House BV (HTBAH)

HTBAH processes your personal data because you make use of the services of HTBAH and/or because you choose to provide these data to us. Please find below a list of the personal data we process:

- First and last name
- Address details
- Telephone number(s)
- Email address(es)
- All other personal data that you have provided us with or that we can obtain in connection with the purposes and on the basis of the principles that are stated below

Special categories of personal data and/or sensitive personal data processed by How to Buy A House BV (HTBAH)

HTBAH does not process special categories and/or sensitive personal data of you insofar as provided by you, unless you are one of our business partners. If so we also process

- Bank account details
- VAT number
- Company contact

We collect this personal data because you have provided it to us. For example: you provide data when entering into an agreement with us, by entering your details on our website or by giving us your business card. We may also obtain your personal data from other sources, such as a business relationship, the Trade Register (*Handelsregister*) or by using public sources.

The purpose and legitimate basis of the processing of personal data by How to Buy A House BV (HTBAH)

HTBAH processes personal data for the following purposes:

- To be able to deliver our services to you.
- To send our newsletter and/or advertising brochure.
- To be able to call or email you when necessary in order to be able to perform our services.
- To inform you about changes to the services and products of HTBAH.
- For the execution of the agreement between you and HTBAH.
- In cases HTBAH is required to do so by law such as data needed for its tax returns.
- To Analyse visitors behaviour and make sure our services match up

HTBAH processes your personal data on the basis of one or more of the following legal principles:

- The execution of an agreement;
- In order to comply with a legal obligation;
- Legitimate interest;
- Your permission.

Automated decision-making

HTBAH does not take decisions based on automated processing on matters that may have (considerable) impact on people. These are decisions taken by computer programs or systems without any human interference (for example automated refusal of an online credit application).

Retention period

HTBAH stores your personal data no longer than strictly necessary to achieve the goals for which your data is collected or to comply with applicable laws and regulations. HTBAH applies the following retention periods for the following (categories of) personal data:

Category	Retention period	Purpose
Personal details (name, date of birth, gender, address)	7	Relation Management
All other personal information provided by you in relation to the services of HTBAH	7	Relation Management

Sharing or personal data with third parties

HTBAH will not sell your data to third parties and will only share this information if this is necessary for the execution of the agreement or if required by law. HTBAH enters into data processing agreements with companies that process your data on our behalf to ensure the same level of security and confidentiality of your data. HTBAH remains responsible for this processing.

Cookies and similar techniques

HTBAH does not make use of cookies or similar techniques, but we do use Google Analytics to provide a better and more personalized service.

Accessing, rectifying or deleting of personal data

You have the right to access your personal data, to rectify these and to delete these. Besides, you have the right to withdraw the consent you previously have given or to object to the processing of your personal data by HTBAH. You have the right to data portability. This means that you can submit a request to transfer the personal data we have of you in a computer file to you or to another organisation. A request for access, rectification, deletion, data transfer of your personal data or a request to withdraw a previously given consent or an objection to the processing of your personal data can be sent to: monique@howtobuya.house. To ensure that the request for access is done by you, you will have to enclose a copy of your identification with the request. Please black out your photo, the machine readable zone (the strip with number at the bottom of the passport), your passport number as well as your Dutch citizen services number (or social security number). This is to protect your privacy. HTBAH will respond as quickly as possible to your request, in any event within four weeks. HTBAH points out that you have the possibility to file a complaint with the national regulator, the *Autoriteit Persoonsgegevens*. In order to file a complaint with the Dutch national regulator, you can follow this link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>.

The protection of your personal data

HTBAH and its ICT company Almeer PC takes the protection of your personal data seriously and has taken the appropriate technical and organizational 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 is evidence of abuse, please contact HTBAH at +31 (0)20 – 6181788 of monique@howtobuya.house.