

Privacy notice

General

In this privacy notice De Zwarte Hond explains how we process your personal data, the purposes for which we use it and what your rights are. This applies to personal data for all De Zwarte Hond's contacts: employees, clients, suppliers, partners and interested parties who receive the newsletter or visit our website (www.dezwartehond.nl).

What is personal data?

Personal data is information that tells something about a natural person. For example, their name, e-mail address, birthdate, photos etc. When this (combination of) information can be used to trace back to a natural person, it is called personal data.

De Zwarte Hond

De Zwarte Hond is committed to collecting and processing the personal data of our contacts in a way that is appropriate and careful. When processing the data we comply with current legislation regarding the protection of personal data. From 25 May 2018, this is the General Data Protection Regulation (GDPR). If you would like to contact De Zwarte Hond in connection with this, please use the contact details below in this privacy notice.

What personal data does De Zwarte Hond collect?

De Zwarte Hond collects and processes personal data about people with whom we already have, would like to have, or have had in the past a direct or indirect relationship. This could be, for example, employees, potential or existing clients, suppliers, collaborating partners, recipients of our newsletter, visitors to our website or other interested parties.

The categories of personal data that De Zwarte Hond processes are as follows:

- Personal information (such as name, gender, address, e-mail address, telephone number)
- Financial information (such as salary, IBAN and payment information)
- Educational information
- Project information (such as contact and invoicing information)
- Website visiting data and cookies

What is our aim when processing data?

De Zwarte Hond only collects and processes the personal data that is necessary for the purposes for which such data was collected:

- to enable our clients to use our services
- to create and maintain business contacts
- to enable us to send invoices to clients and maintain our payment administration
- to provide information to clients and other interested parties about our services and our other activities
- to enable us to process job applications
- to enable us to employ staff

Website visiting data and cookies

Only a few general details of website visits are stored in the internal management system of the website of De Zwarte Hond (including the time of the visit and the IP address of your computer). This information is used for anonymised statistical analysis of browsing behaviour on the website. De Zwarte Hond anonymises this information as much as possible. This information remains the property of the De Zwarte Hond and is not provided to third parties.

How long does De Zwarte Hond keep your personal data?

De Zwarte Hond keeps personal data no longer than is necessary for the purposes for which it was collected.

How does De Zwarte Hond handle security, confidentiality and outside parties?

We are very aware that personal information has been entrusted to our care and that we should treat it with confidentiality. Personal information is safely and carefully stored and kept for no longer than is necessary for the purposes for which it is processed. If information needs to be used by outside parties (such as Absenteeism insurers, contracted-out salary administration and IT, for example,) a processing agreement is set up with these parties that guarantees as a minimum the same level of data protection as that of De Zwarte Hond.

De Zwarte Hond has taken appropriate technical and organisational measures to safeguard personal information against loss or any form of unlawful processing.

What are your rights?

The GDPR gives people more say about their personal information. According to the GDPR, you have various rights regarding your personal information that De Zwarte Hond processes: the right to be informed (this is the purpose of this privacy notice), the right to access, the right to correction, the right to removal and the right to withdraw consent. In cases where the law requires De Zwarte Hond to retain information, only the legally-required information will be retained.

Where can I go if I have a question or a complaint about privacy?

For questions or complaints about this privacy notice or if you have a request regarding access, correction or removal of data or images, please contact the communication department: PR@dezwartehond.nl, telephone +31 (0)10-2409030 or De Zwarte Hond, Attn. of communication department, post-box 25160, 3001 HD Rotterdam, the Netherlands.

In order to report a (suspected) security breach or a data leak, please also contact the communication department at the above address.

We will be happy to help you further.

Changes to our privacy policy

De Zwarte Hond aims to keep its privacy policy as up-to-date as possible and therefore retains the right to make changes to this privacy notice. The most recent version of the privacy notice will always be posted on this website.

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