

### **Privacy statement of Juwelier Burger B.V.**

Welcome! With this privacy statement, Juwelier Burger B.V. informs you about how your personal data is handled within our organisation.

### **Purpose of this privacy statement?**

Organisations that process personal data are required by European privacy law (AVG/GDPR) to inform data subjects clearly and in understandable language how they handle their personal data.

### **What can you do if you think a company is violating your privacy?**

- Submit a complaint to the company (see also: What rights do you have?).
- (Anonymously) submit a complaint/tip to the national supervisory authority, the Dutch Data Protection Authority. This is easily possible via the website of the Dutch Data Protection Authority.

### **Who are you? (Who is the person involved)**

If you are a customer, supplier, applicant, staff or a website visitor to <https://www.juwelierburger.com>, we hope that you will read this privacy statement because it concerns your personal data. For convenience, we use the word "data" when we talk about your personal data.

### **What data do we collect?**

If you come into contact with us as a data subject, we will collect information about you. The information is provided by you to us. Not all data is personal data, but we think it is important that you understand which data we can process from you.

#### Customer (product sales)

- Name, address and contact details
- Product and billing information
- Payment method
- Shipping Information
- Order history
- Copy ID (from € 10,000 cash).



### Supplier (purchasing service or product)

- Name, address and contact details
- Copy of ID
- Signature
- Date
- Product Information
- Payment method

### Staff

- Name, address and contact details
- Date and place of birth
- Work title
- Starting date/date of termination of employment
- Social Security Number (BSN)
- Copy of ID
- LH agreement
- Employment Contract
- Payslip
- Annual Statement
- Leave and absence data.

### Applicants

- Name, address and contact details
- CV, Diploma, Certificate;
- Information (former) employer.

### Website visitor (visitor and shopping cart/buyer)

- Name, address and contact details
- Product information
- Payment information
- Order information
- Order history
- IP Address
- Cookies

For more information, read the cookie statement on our website.



## **Social Security Number (BSN)**

If you join us, we will process your social security number. We do this because we are legally obliged to pay salary and pay premiums.

## **For what purposes is your data processed?**

We collect your data to do the following:

1. Calculating (or having calculated) the salary and contributions of staff premiums.
2. Preparing (or having prepared) the annual statements for staff.
3. Recruit new staff.
4. Conclusion of contract
5. Deliver the purchased product to you.
6. Communicating with you.
7. Dealing with a complaint.
8. Optimising the website [www.juwelierburger.com](http://www.juwelierburger.com)
9. To meet the legal obligations.
10. Optimize advertising activities with Google Ads. We only use hashed personal data (e.g. e-mail addresses), which are automatically deleted after upload.

## **To whom do we provide personal data?**

We do not simply provide your personal data to others. We may do so if you have given us permission to do so, if we are required to do so by law or a court decision, or if such provision serves our purposes of processing personal data.

For the execution of our business operations we provide your personal data to the following parties:

- bodies that need to be informed on the basis of a legal obligation, such as the Tax and Customs Administration, Occupational Health and Safety Service, Pension Administrator, Financial Intelligence Unit and UWV. These organisations are all responsible for adequate protection of your personal data in accordance with the Privacy Act (AVG);
- external parties that process data under our control and responsibility, such as our IT service provider;
- the accountant who takes care of the personnel and financial administration for us and also makes the statutory declarations (Tax Authorities, UWV, pension administrator etc.) and tax advice. The accountant is responsible under the privacy law (AVG) for appropriate protection of your personal data. We have made additional AVG agreements with the auditor about this;
- if necessary, external advisers such as, for example, a lawyer. These organisations are all responsible for adequate protection of your personal data in accordance with the Privacy Act (AVG);

External parties that process the personal data under our responsibility only do this for purposes and under conditions that we have agreed with them. We record this in written agreements.



We do not, without your permission, explicitly provide personal data to third parties for commercial purposes or outside the EU.

### **How long will your personal data be stored?**

- Customers/suppliers: as long as necessary to be able to execute the agreement that we have with you and as long as this is required on the basis of a legal obligation.
- Employees: as long as this is required on the basis of a legal obligation. The tax retention obligation is 7 years; copy ID and LH statement 5 years after leaving service; other information 2 years after leaving service.
- Applicants: until the application process is completed.
- Website visitors: 1 week.

### **What rights do you have to your data?**

The privacy law grants you a number of rights. You have the right to get access to your personal data. You can also ask us to correct, adjust, remove or hide your personal data if it is incorrect, incomplete, or irrelevant, or otherwise unlawfully processed. We may not destroy personal data that we must legally store.

You can exercise your rights by submitting your request in writing via the email address [info@juwelierburger.com](mailto:info@juwelierburger.com)

To ensure that the request comes from you, we can ask you to send a copy of your proof of identity with 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. We will respond to your request as quickly as possible, but within 1 month.

### **What are the bases for the use of your data?**

One of the principles of privacy law, the law that regulates the use of your data, is that this may only happen if there is a legal basis for this.

We use your data based on the following legal bases:

- Execution of an agreement with you, such as purchase, sale and employment contract.
- Based on a legitimate interest. In some cases, we believe that we have a legitimate interest (for example, to improve the website) to use your data, and we believe that sufficient safeguards have been taken to ensure that your privacy interest is not compromised.

### **Is your information safe with us?**

We take the protection of your data very seriously and have taken appropriate technical, physical and organisational measures to protect your personal data against loss or against



any form of unlawful processing. For security reasons, we do not provide any information online. Only authorised employees who have signed a confidentiality agreement have access to your data. Only the management has access to the data of employees and applicants.

*If you have the impression that your data, or that of others, is not properly secured or there are indications of abuse, please contact us directly at [info@juwelierburger.com](mailto:info@juwelierburger.com) or by telephone via +31 (0) 43 - 358 1155*

## **Links**

On the website of [www.juwelierburger.com](http://www.juwelierburger.com) it is possible that a number of links refer to other websites of other organisations. We are not responsible for the way in which those parties process personal data. For that, you can read the privacy statement of the relevant organisation

## **Enabled**

This Privacy statement will enter into force on December 5<sup>th</sup>, 2019.

## **Adjust privacy statement**

We reserve the right to adjust this privacy statement. We only do this if your privacy benefits from it. Changes will be published on this website. Also, take the time to read this privacy statement.

## **Data Controller**

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