### **Privacy Policy**

Bed & Breakfast De Ark, located at Eibergseweg 32, 7161 AL Neede, The Netherlands, is responsible for the processing of personal data as shown in this privacy policy.

#### Contact:

https://www.bbdeark.com

Eibergseweg 32, 7161 AL Neede, The Netherlands

+00316 290 616 88

Anita van Ark is the protection officer of Bed & Breakfast De Ark. She can be reached at bbdeark@gmail.com.

#### Personal data that is being processed

Bed & Breakfast De Ark processes your personal data because you use our services and/or because you provide them yourself. Below you will find an overview of the personal data we process:

- First and last name
- Address data
- Phone number
- E-mail address

- Other personal data that you actively provide, for example by creating a profile on this website, in correspondence and by telephone

# Special and/or sensitive personal data that is being processed

Our website and/or service does not intend to collect data about website visitors under the age of 16. Unless they have parental or guardian permission. However, we cannot check whether a visitor is older than 16. We therefore recommend that parents be involved in their children's online activities, in order to prevent data from being collected about children without parental consent.

If you are convinced that we have collected personal information about a minor without this permission, please contact us at bbdeark@gmail.com and we will delete this information.

## For what purprose and on what base we process personal data

Bed & Breakfast De Ark processes your personal data for the following purposes:

- To be able to call or e-mail you if necessary to carry out our services

- To inform you about changes to our services and products

- Bed & Breakfast De Ark also processes personal data if we are legally obliged to do so, such as information that we need for our tax return.

#### Automated processing

Bed & Breakfast De Ark does not make 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 employee of Bed & Breakfast De Ark).

#### How long we keep personal data

Bed & Breakfast De Ark does not store your personal data longer than is strictly necessary to realize the goals for which your data is collected. We use the following retention periods for the following (categories) of personal data:

Categories	Period	Reason
First and surname	7 years*	2. Agreement, 3. Legal obligation
Adress	7 years*	2. Agreement, 3. Legal obligation
Phonenumber	7 years*	2. Agreement, 3. Legal obligation
E-mail address	7 years*	2. Agreement, 3. Legal obligation

\*Fiscal period

1. Consent: The data subject has given consent for the processing of his personal data for one or more specific purposes.

2. Agreement: Processing is necessary for the performance of an agreement to which the data subject is a party, or to take measures at the request of the data subject before the conclusion of an agreement.

3. Legal obligation: The processing is necessary to comply with a legal obligation on the controller.

Vital interest: The processing is necessary to protect the vital interests of the data subject or of another natural person.

5. Public law task: The processing is necessary for the performance of a task of general interest or of a task within the context of the exercise of public authority assigned to the controller.

6. Legitimate interest: Processing is necessary for the protection of the legitimate interests of the controller or of a third party, except where the interests or fundamental rights and freedoms of the data subject's protection of personal data outweigh those interests, especially when the data subject is a child.

### Sharing personal data with other parties

Bed & Breakfast De Ark only provides to third parties and only if this is necessary for the execution of our agreement with you or to comply with a legal obligation.

#### Cookies, or comparable techniques, that we use

Bed & Breakfast De Ark does not use any cookies.

#### View, adjust or delete data

You have the right to view, correct or delete your personal data. In addition, you have the right to withdraw your consent to the data processing or to object to the processing of your personal data by Bed & Breakfast De Ark 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 hold 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 bbdeark@gmail.com.

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) black in this copy. This is to protect your privacy.

We will respond to your request as soon as possible, but within four weeks. Bed & Breakfast De Ark 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. You can do this via the following link: <u>https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons</u>

#### How we protect personal data

Bed & Breakfast De Ark 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 bbdeark@gmail.com.