

To  
Everyone  
Who's Information  
Is Stored by  
BoTemp

Subject  
Privacy Policy

Date  
May 2019

## PRIVACY POLICY BOTEMP

BoTemp, located at Provinciënbaan 25, 5121 DK in Rijen, is responsible for the processing of personal information as described in this privacy policy.

## CONTACT INFORMATION

Provinciënbaan 25  
5121 DK Rijen  
T +31 85 760 34 10  
E [privacy@botemp.nl](mailto:privacy@botemp.nl)  
I <https://botemp.eu>

Protection of information within the organization is the responsibility of BoTemp's board of directors, and they can be reached at a [privacy@botemp.nl](mailto:privacy@botemp.nl).

## PERSONAL INFORMATION WE USE

BoTemp uses your personal information because you use our services, and/or because you gave us this information yourself.

Summary of personal information we use:

- First and last name
- Gender
- Date of birth
- Place of birth
- Address information
- Telephone number
- Email address
- Other personal information that has been actively provided to us through correspondence and/or by telephone.
- Bank account number

## FOR WHAT PURPOSE AND ON WHICH BASIS DO WE WANT TO USE YOUR PERSONAL INFORMATION

Bo-Temp uses your personal information – if applicable- for the following purposes.

- Settling of payments
- Sending out our newsletter or brochure
- Contacting you (by phone or email) to render our services.
- Informing you about changes in our services and products.
- Delivering products and services
- BoTemp also processes personal information that we are legally obligated to process, such as information needed for the preparation of our tax return.

BoTemp B.V.  
Provinciënbaan 25  
NL-5121 DK Rijen  
+31 85 760 34 10  
[info@botemp.nl](mailto:info@botemp.nl)  
[www.botemp.nl](http://www.botemp.nl)

BTW fiscale eenheid  
NL853784401B01

KvK  
60148799

IBAN  
NL13 INGB 0006 4190 52

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## **AUTOMATIC DECISION MAKING**

Through automatic processes, BoTemp does not make decisions about items that can have (considerable) consequences for people. These decisions are made by computer programs or systems without human involvement (for example a BoTemp employee).

## **HOW LONG DO WE RETAIN PERSONAL INFORMATION?**

BoTemp only retains your personal information for the amount of time necessary to achieve the objectives for which your information was gathered. We maintain the following retention policies for the following personal information categories:

### *CRM/bookkeeping*

#### Information:

First and last name, gender, address, telephone number, email address, other personal information that you actively provided to us, for example through correspondence and/or by telephone, location information, bank account number.

#### Retention policy:

Only for the amount of time necessary to achieve the objectives for which your information was gathered.

#### Reason:

To share or provide information, to deliver or receive products or services, to make payment arrangements.

### *Human resource department*

#### Information:

First and last name, gender, date of birth, place of birth, address, telephone number, email address, bank account number.

#### Special and/or sensitive personal information that we use:

Union membership, health, social security number (BSN)

#### Retention policy:

Applicants: a maximum of three months

Employees: Up to ten years after separation or for the amount of time necessary to achieve the objectives for which your information was gathered.

#### Reason:

To maintain an organized human resource department.

## **SHARING INFORMATION WITH THIRD PARTIES**

BoTemp does not sell your information to third parties and will only share your personal information in case it is necessary in the execution of our agreement with you, or to comply with a legal requirement. We make handling agreements with companies that process your information under our direction, so the same level of security and confidentiality of your personal information is achieved. BoTemp remains responsible for this handling.

## COOKIES, OR SIMILAR APPLICATIONS, THAT WE USE

BoTemp uses cookies. Cookies are small files with data that are stored on the hard disk of your computer, tablet or mobile phone. These cookies are used to monitor our website <https://www.botemp.eu/> and give us insight into possible leads. These cookies are not used to identify you.

BoTemp uses Google Analytics. For example, it is possible that cookies are placed by Google Analytics with the purpose of collecting data to ultimately give you an optimal user experience. By collecting data via Google Analytics, BoTemp gets insight into the use of the website and these statistics can be applied to his website. The information obtained is transferred to and stored by Google on servers in the United States. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. BoTemp has no influence on this. BoTemp has not allowed Google to use the obtained analytics information for other Google services. The privacy statement of Google Analytics can be consulted [here](#).

Third parties do not have access to the cookies placed by BoTemp. If you wish, you can change the settings of your browser to refuse cookies. Disabling cookies only affects the computer and the browser on which you perform this operation. If you use multiple computers and/or browsers, you will need to repeat this operation as often as necessary.

## VIEWING, AMENDING OR REMOVING PERSONAL INFORMATION

You have the right to view, correct, or remove your personal information. In addition, you also have the right to retract your permission to use your personal information, or to object to the use of your personal information by BoTemp, and you have the right to transfer your personal information. This right means that you can send us a request to send you, or an organization designated by you, your personal information as a computer file.

You can send your request to view, correct, remove, or transfer your personal information, or your request to retract your permission, or your complaint about the use of your personal information to [privacy@botemp.nl](mailto:privacy@botemp.nl).

To assure that the request to access your personal information originated from you, we request that you include a copy of a valid identification document (passport or driver's license) with your request.

To protect your privacy, please black out the following items on this copy:

- Picture
- MRZ (machine readable zone); the strip with numbers on the bottom of the passport
- Passport number
- Social security number (BSN)

We will respond to your request within four weeks.

BoTemp would like to inform you that you also have the possibility to file a complaint with the national regulator, the Autoriteit Persoonsgegevens, through this link:

<https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>.

## **HOW WE SECURE PERSONAL INFORMATION**

BoTemp takes the protection of your personal information very seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted publication, and unauthorized amendments. If you think your personal information has not been properly secured, or that there are indications of misuse, please contact us at [privacy@botemp.nl](mailto:privacy@botemp.nl).