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# **PRIVACYSTATEMENT – Hospitality Apartments B.V.**

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## **Introduction**

Hospitality Apartments B.V. , which includes: Hospitality Apartments, Hospa Rentals, and Real Estate (hereinafter also as "we") processes personal data of its tenants, landlords, clients and other contacts. We do this in order to be able to help our customers, to be able to rent and lease our properties and to achieve our objectives.

Hospitality Apartments B.V. , located at Westerstraat 14A-C 3016 DH Rotterdam, is responsible for the processing of personal data as shown in this privacy statement.

Contact details:

<https://www.hospa.nl>

Westerstraat 14A-C

3016 DH Rotterdam

+31 (0) 10 214 0444

Michel de Waal is the Data Protection Officer of Hospitality Apartments B.V. . He can be reached via [m.dewaal@hospa.nl](mailto:m.dewaal@hospa.nl).

## **Which personal data do we collect / process?**

Hospitality Apartments B.V. processes your personal data by using our services and / or by providing it to us via, for example, our website. Tenants who rent a home via Hospitality Apartments B.V. are asked to provide the following information:

- First and last name, date of birth, place of birth, sex (in the way of an identity card)
- Phone number
- E-mail address
- Address data
- Bank account number
- Employment contract and / or, if necessary, an employer's statement
- Three recent salary slips

We ask the landlords for the following information:

- First and last name, date of birth
- Phone number
- E-mail address
- Address data
- Bank account number

Furthermore, we collect the following data from our visitors to the website:

- IP address
- Surf behavior
- Behavioral activity on our website
- E-mail address and / or telephone number if a contact form is completed

## **For what purpose and on what basis we process personal data.**

Hospitality Apartments B.V. processes your personal data for the following purposes:

- To call or e-mail if necessary to carry out our services
- Inform you about -or changes to our- services and products
- Checking and screening data as a result of renting a house
- Being able to draw up documentation concerning the rental
- For the performance of our services
- We also process personal data for Hospa campaigns. For example IP address, cookie ID, social ID and / or surfing behavior. We do this in order to show the most relevant advertisement in the right places.

## **Legal requirements**

A small part of our processing is required by law. This mainly concerns personal data that are required to meet our tax liability. But it may also be the case that we process personal data in the case of calamities.

## **Services for home seekers**

Within our service it is possible to register as a house hunter. At your request, we process your profile in our software and matches houses related to your profile.. This software generates automatically sent e-mails with properties within your area of interest. It is important to register contact details of contact persons in order to perform the service as good as possible.

### **How long we store personal data**

Hospitality Apartments B.V. does not store your personal data for longer than strictly necessary. We use the following retention periods for the following (categories) of personal data:

Category	Retention period	Reason
Personal details	Up to 2 months after termination of the contract	We register who are involved in our organization. In that way we can always contact you and have all the information available in case of calamities.
Contact details, as: (email address, telephonenumber)	Infinite. Destruction of your data will be carried out at your request.	We would like to be able to contact you at any time if possible.
Passport, driver's license, ID proof or other proof of identity.	Up to 2 months after termination of the contract	We register which people rent with us and who lives in which property with accompanying personal details. That way we can always contact you and we will have all the information available in case of calamities.
Work related documentation	Up to 2 months after termination of the contract	Your documents will be checked for special clauses and kept during the rental period.
Financial related documentation	Up to 2 months after termination of the contract	We keep your data on payments to be able to pay, transfer and collect payments.
Application related documents	Destruction after job interview or immediately after rejection.	They will be retained during the contract when they start working. Personnel data is stored for personnel administration.
Rental related documentation	Up to 2 months after termination of the contract	During the transfer an in-house check-in or -out report will be drawn up. This register the status of a home. We save this together with other documents that have been made during a rental period.

### **Sharing personal data with third parties**

Hospitality Apartments B.V. will not sell your information to third parties and will only provide this information if this is necessary for the performance of our services for you or to comply with a legal obligation. We have processor agreements with companies that process your data in our assignment to secure the same level of security and confidentiality of your data.

For example, we work with a cloud environment, broker software and use Google Analytics. These parties process personal data in accordance with the order of Hospitality Apartments B.V. .

### **Cookies, or similar techniques, that we use**

Hospitality Apartments B.V. uses functional, analytical and tracking cookies. A cookie is a small text file that is stored in the browser of your computer, tablet or smartphone when you first visit our website. Hospitality Apartments B.V. uses cookies with a technical functionality. These ensure that the website works properly and to remember your preferred settings. These cookies are also used to make sure the website works well and to optimize processes on the website. In addition, we place cookies that keep track of your browsing results, so that we can offer customized content and advertisements. On your first visit to our website we have already informed you about these cookies and asked permission for their placement. You can turn off cookies by settings in your internet browser. In addition, you can also delete all information previously saved via the settings of your browser. For an explanation, see:

<https://veiliginternetten.nl/themes/situatie/cookies-wat-zijn-het-en-wat-doe-ik-ermee/>

Hospitality Apartments B.V. collects the following cookies:

Cookiename	Type	Function	Retention period
_ga _gat _gid	Analytical	Google uses the _ga cookie to give the website administrator a picture of the visitor flows. The _gat cookie is used to limit the number of requests to the analytical service.	2 years 1 minute 25 hours
_PHPSESSID _cfduid	Functional	These cookies are placed by hospa.nl and ensure optimization of the website.	End of session 1 year
_Apisid _Consent _Hsid _Nid _Sapisid _Sid _Ssid _Sidcc _1P_JAR _OTZ	Analytical/ Functional and Tracking	These are cookies placed by Google for the use of Google Maps and Google Adwords. For example, preferences are stored per visitor, they protect against unauthorized access and they make clear which media used by Google Adwords is effective.	2 years Infinite 2 years 6 months 2 years 2 years 2 years 3 months 1 month 1 month
_c-User _datr _Fr _lu _pl _sb _xs _wd	Analytical/ Functional and Tracking	Facebook uses different cookies. Collected user data is specifically adapted to the user or device. The user can also be tracked outside the loaded website, resulting in an image of the behavior of the visitor.	4 months 2 years 3 months 2 years 3 months 2 years 4 months 2 weeks

**View, modify or delete data**

You have the right to view, correct or delete your personal data. You also have the right to withdraw your consent to the data processing or to object against the processing of your personal data by Hospitality Apartments B.V. and you have the right to data portability. This means that you can submit a request to us to send the personal information we have in your 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 [m.dewaal@hospa.nl](mailto:m.dewaal@hospa.nl). 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 respond as quickly as possible, but within four weeks, at your request. Hospitality Apartments B.V. also wishes to point out that you have the opportunity to file a complaint with the national supervisory authority, the Dutch Data Protection Authority. This can be done via the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

**How we protect personal data**

Hospitality Apartments B.V. takes the protection of your data seriously and takes appropriate norms 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 misuse, please contact our customer service or via [m.dewaal@hospa.nl](mailto:m.dewaal@hospa.nl).

The personal data we collect is stored on a broker software system. This system works through a cloud and logging in is only possible via a two-way system. With this we make it possible that only selected persons are authorized to access this information.

This privacy statement was drawn up on 01-05-2018.