

Rental and purchase privacy statement + cookies

Housing & Co.

Article 1. Definitions

- 1.1. The capitalised words are defined as follows in this privacy statement unless expressly indicated otherwise or determined otherwise by the context:

GDPR:	General Data Protection Regulation;
Data Subject:	The natural person whose Personal Data are being processed;
Housing & Co.:	The user of this privacy statement: Housing & Co., established at Nieuwezijds Voorburgwal 91 in Amsterdam, Netherlands, registered with the Chamber of Commerce with CoC number 87702606;
Agreement:	The agreement between Housing & Co. and the Data Subject based on which Housing & Co. brokers the rental or purchase of a property by the Data Subject;
Personal Data:	Data concerning an identified or identifiable natural person;
Website:	The website [www.housingnco.com] with information about the services provided by Housing & Co. concerning the brokering related to the rental or purchase of a property.

- 1.2. Unless the context determines otherwise, the definitions set out above used in the singular will also refer to the plural.

Article 2. Controller

- 2.1. Housing & Co. is the controller with respect to the Personal Data that are processed. The contact details of Housing & Co. are:

Housing & Co.
Nieuwezijds Voorburgwal 91
1012 RE Amsterdam
Email address: info@housingnco.com
Tel: +31 (0)20 209 0827

- 2.2. Housing & Co. values the careful handling of Personal Data. Housing & Co. acts in accordance with the GDPR with respect to the processing of Personal Data.

Article 3. Collection of Personal Data

- 3.1. Housing & Co. collects Personal Data of the Data Subject if the Data Subject has provided these Personal Data to Housing & Co., for example, by:
- Completing a contact form on the Website;
 - Concluding an Agreement with Housing & Co.

Article 4. Personal data

- 4.1. Housing & Co. collects and processes the following Personal Data:
- First and last name;
 - Address;
 - Postcode and city;
 - Email address;
 - Telephone number;
 - Bank details;
 - Copy of identification document;
 - Employment contract;

- i. Payslip;
 - j. Date of birth;
 - k. Marital status.
- 4.2. Housing & Co. does not process any special Personal Data of Data Subjects.
- 4.3. The Data Subject is required to share certain Personal Data with Housing & Co. to be able to conclude an Agreement, Rental Agreement, or Purchase Agreement. The Personal Data that must be provided for the conclusion of the Agreement, Rental Agreement, or Purchase Agreement have been communicated with the Data Subject. The Agreement, Rental Agreement, or Purchase Agreement cannot be concluded without these Personal Data.
- 4.4. If Housing & Co. makes a copy of the identity document of the Data Subject to verify his or her identity, the Citizen Service Number (CSN) will be blacked out.

Article 5. Grounds for and purposes of the processing

- 5.1. The grounds for the processing of Personal Data are the execution of the Agreement, the permission of the Data Subject, and the ability to comply with statutory obligations.
- 5.2. Housing & Co. collects and processes the Personal Data for the following purposes:
 - a. Making an offer;
 - b. Concluding the Agreement;
 - c. Executing the Agreement;
 - d. Sending properties to the Data Subject that Housing & Co. considers suitable for the Data Subject;
 - e. Making visit appointments;
 - f. Sending an appointment confirmation;
 - g. Sending information about a property which the Data Subject wishes to visit;
 - h. Contacting the Data Subject in relation to the Agreement;
 - i. Sending information about the progress of negotiations;
 - j. Handling questions, remarks, or complaints of the Data Subject;
 - k. Preparing a Rental Agreement or a Purchase Agreement;
 - l. Assessing whether the Data Subject has sufficient financial resources to pay a certain rent;
 - m. Complying with administrative obligations;
 - n. Sending the invoice;
 - o. Entering into and maintaining a customer relationship with the Data Subject;
 - p. Complying with statutory obligations, including the Dutch Act on Prevention of Money Laundering and Financing of Terrorism.
- 5.3. Housing & Co. will not keep the Personal Data longer than strictly necessary to fulfil the purposes for which the Personal Data are processed as described in Article 5.2 unless there is a statutory obligation to keep the Personal Data longer.
- 5.4. Housing & Co. only processes the Personal Data that are absolutely required for the existing purposes. Housing & Co. strives for data minimisation.
- 5.5. Housing & Co. will not process the Personal Data for any other purposes than those described above.

Article 6. Deletion of Personal Data

- 6.1. Housing & Co. will delete Personal Data from its systems without any unreasonable delay, if (inter alia):
 - a. The Personal Data are no longer necessary for the purposes for which they were processed;
 - b. The Data Subject objects to the processing of his Personal Data and this objection is justified;
 - c. The Personal Data are incorrect or outdated.
- 6.2. Housing & Co. is not required to delete Personal Data in situations in which the “right to be forgotten” as described by law does not apply.

Article 7. Disclosing Personal Data to third parties

- 7.1. Housing & Co. will disclose the Personal Data of the Data Subject to third parties, if:
 - a. There is a legal ground based on which the disclosure of Personal Data to a third party is permitted;
 - b. This is needed to execute the Agreement;

- c. The Data Subject requests Housing & Co. to disclose Personal Data to a third party, such as a civil-law notary;
- d. The Data Subject has given permission for this;
- e. The disclosure will take place to a third party engaged by Housing & Co. for the purposes set out in this privacy statement, such as but certainly not limited to an IT service provider or a bookkeeping firm, with which third party Housing & Co. has agreed – by means of an agreement or other legal action – that this third party will offer sufficient safeguards with respect to technical and organisational security measures concerning the processing operations to be performed. Engaged third parties will only have access to the Personal Data if this is necessary to perform their work for Housing & Co. and insofar as permitted by law;
- f. This is requested by an authority such as the police department or a judiciary body. Before Housing & Co. shares Personal Data with an authority, it will verify the powers of this authority.

Article 8. Right to access, portability, rectification, and deletion

- 8.1. Housing & Co. will grant the Data Subject access to all Personal Data concerning him in the possession of Housing & Co. Housing & Co. will also provide the Data Subject with a copy of these Personal Data to enable him to provide these Personal Data to a third party at no cost.
- 8.2. Housing & Co. will give the Data Subject the opportunity to correct or delete any incorrect data concerning him in the possession of Housing & Co. at no cost.

Article 9. Objections

- 9.1. The Data Subject can file an objection with Housing & Co. concerning the processing of his Personal Data if he has a good reason to do so considering the specific situation. Once Housing & Co. has received the objection, it will stop processing the Personal Data of the Data Subject unless Housing & Co. has a legitimate interest in processing the Personal Data of the Data Subject that outweighs the interest of the Data Subject.

Article 10. Right to limitation

- 10.1. If the Data Subject has submitted a request to modify, supplement, or delete his Personal Data, or an objection to the processing of his Personal Data, and the handling, processing, and implementation of this request of objection take some time, the Data Subject can request Housing & Co. to limit the processing of his Personal Data.

Article 11. Permission

- 11.1. The Data Subject can revoke the permission granted for the processing of his Personal Data at any time.

Article 12. Questions, requests, and complaints

- 12.1. A request related to Personal Data, including concerning the option to exercise one or more of the right(s) set out in Articles 8, 9, and 10, the revocation of permission, or questions about this privacy statement can be submitted to Housing & Co. In Writing or by email. Refer to Article 2.1 for the contact details of Housing & Co.
- 12.2. If the Data Subject invokes one of the rights set out in Articles 8, 9, and 10, Housing & Co. will inform the Data Subject of the consequences of the request within 1 month of receipt of the corresponding request.
- 12.3. Housing & Co. will inform the Data Subject if it modifies, supplements, or removes his personal data, if it ends or limits the processing of his Personal Data, or if it has processed a revoked permission in response to a corresponding request.
- 12.4. If the Data Subject believes that the processing of Personal Data by Housing & Co. does not comply with this privacy statement and/or applicable laws and regulations, the Data Subject can submit a complaint to the Dutch Data Protection Authority or to the supervising authority of the country in which the Data Subject resides.

Article 13. Security measures

- 13.1. Housing & Co. has taken various security measures to avoid unauthorised access to and loss, theft, and unlawful use of Personal Data, including measures against unauthorised access, use, modification, unlawful and unintentional destruction, and unintentional loss of Personal Data. Housing & Co. has taken the following security measures, among others:

- a. The use of secured systems with strong passwords to prevent unauthorised access to information systems;
 - b. The use of secured network connections;
 - c. The use of anti-virus software;
 - d. The Website makes use of a secured connection;
 - e. Regular implementation of software updates.
- 13.2. Housing & Co. will impose a duty of confidentiality on persons engaged or hired by Housing & Co. who have access to Personal Data in the context of their duties, for example, based on a contract agreement, employment contract, or confidentiality statement.
- 13.3. Only the employees of Housing & Co. who must access the Personal Data in the context of their position/work will be granted access to the Personal Data by Housing & Co.

Article 14. Amendments

- 14.1. Housing & Co. reserves the right to unilaterally make amendments to this privacy statement, for example, due to amendments to laws. The Website hosts the latest version of the Housing & Co. privacy statement.

Article 15. Data breach

- 15.1. If a security incident has occurred at Housing & Co. which affected sensitive Personal Data or which had a serious adverse impact on the security of the processed Personal Data for any other reason, Housing & Co. will inform the Dutch Data Protection Authority within 72 hours of discovering the data breach and act in accordance with the Data Breach Notification Duty Policy Rules of this authority.
- 15.2. Housing & Co. will immediately inform an affected Data Subject in case of a data breach at Housing & Co. that has adverse consequences for his privacy.

Article 16. Privacy statement of third parties

- 16.1. The privacy statement does not apply to third-party websites or applications, such as social media websites, connected to this website by means of links. Housing & Co. does not accept any liability or responsibility concerning the manner in which these websites handle personal data. For more information about the way in which these third parties treat Personal Data and the like, make sure to consult the privacy statement of the website or application in question.

Article 17. Cookies

- 17.1. The Website uses functional and analytical cookies.
- 17.2. A cookie is a small text file that is stored in the browser of the device used by the Data Subject when he first visits the website.
- 17.3. The Website visitor can opt out of cookies by configuring his browser not to accept cookies. The Website visitor can also remove previously-stored information using his browser settings. More information about enabling, disabling, and deleting cookies can be found in the instructions and/or using the help feature of the browser.
- 17.4. Housing & Co. uses functional cookies to make the Website work as efficiently as possible.
- 17.5. Housing & Co. can use analytical cookies to collect and analyse information associated with the use of the Website. Through the use of analytical cookies, Housing & Co. processes data concerning the use of the Website, such as the time spent on certain pages, country location, the type of device used to access the Website, performance statistics, and comparable data. Analytical cookies are placed by a third party for the benefit of Housing & Co.
- 17.6. The Website only uses cookies with no or very minor consequences for the privacy of the Website visitor which do not require permission.
- 17.7. No Personal Data within the meaning of the GDPR are processed using cookies.