

# PRIVACY STATEMENT FOR NIVITA MAKELAARS

## GENERAL

Please find attached the Privacy Policy General of NIVITA MAKELAARS. NIVITA MAKELAARS is a member of the VBO (Association of Real Estate Agents) and uses the Privacy Policy of the Association of Real Estate Agents.

NIVITA MAKELAARS attaches great importance to protecting your personal data. In this Privacy Policy we want to provide clear and transparent information on how we handle personal data.

We do everything to ensure your privacy and are therefore careful with personal data. NIVITA MAKELAARS adheres in all cases to applicable laws and regulations, including the General Data Protection Regulation (AVG). This entails that we at least:

- Process your personal data in accordance with the purpose for which they were provided, these purposes and types of personal data are described in this Privacy Policy document;
- Limit the processing of your personal data to only those data that are minimally necessary for the purposes for which they are processed;
- Ask for your explicit permission in the orders for services if we need it for the processing of your personal data;
- Have taken appropriate technical and organizational measures so that the security of your personal data is guaranteed;
- Not pass on personal data to other parties, unless this is necessary to carry out the purposes for which they were provided and you have given your consent;
- Are aware of your rights concerning your personal data, want to point them out to you and respect them.

As NIVITA MAKELAARS we are responsible for the processing of your personal data. If after reading our Privacy Policy, or in a more general sense, you have questions about this or wish to contact us, you can do so by phone at 070-7568024 or by email at [info@nivitamakelaars.nl](mailto:info@nivitamakelaars.nl).

## DATA PROCESSING BY NIVITA MAKELAARS

Personal data of sellers / (prospective) buyers / house hunters / employees and third parties (including suppliers) are processed by NIVITA MAKELAARS for the following purpose (s):

- Administrative purposes;
- Communication about the assignment and/or invitations;
- The execution or issue of an order.

Basis for this personal data is:

- The agreed-upon assignment;
- Maintaining professional contact in the context of a property (to be sold);
- To keep you informed of the offer via the house-hunting system;
- To be able to call or email you if this is necessary in order to provide our services.

Your personal data are stored by NIVITA MAKELAARS for the above processing (s) during the term of the agreement and then only in the financial administration for up to 7 years.

Personal details of buyers and sellers

Personal data of buyers and sellers are processed by NIVITA MAKELAARS for the following purpose (s):

- Administrative purposes;
- Communication about the order;
- Executing or issuing an order.

The basis for this personal data is the agreed assignment.

For the above purpose (s) NIVITA MAKELAARS can ask the following personal data from you:

- First name;
- Insertion;
- Last name;
- Telephone number (for business use);
- (Business) E-mail address;
- Gender;
- Copy of ID.

Your personal data will be stored by NIVITA MAKELAARS for the purposes of the above processing(s) for the period of 7 years.

### **Personal data of house hunters**

Personal data of our house hunters is processed by NIVITA MAKELAARS for the following purpose: to inform the person about new housing through email

Basis for this personal data is an email from the house hunter or a completed contact form on the website of NIVITA MAKELAARS.

For the above purpose NIVITA MAKELAARS can ask the following personal data from you:

- First name;
- Insertion;
- Last Name;
- (Business) Phone Number;
- (Business) E-mail address;
- Characteristics living wishes

Your personal data will be stored by NIVITA MAKELAARS for the aforementioned processing (s) during the period that the person is registered. The house hunter has the right to request to see his or her personal data, to change or have it removed. For this purpose one can contact NIVITA MAKELAARS (info@nivitamakelaars.nl).

### **Personal data of employees**

Personal data of employees is processed by NIVITA MAKELAARS for the execution of the contract of employment.

The basis for this personal data is the contract of employment.

For the above purpose (s) NIVITA MAKELAARS can ask the following personal data from you:

- First name;
- Middle name;
- Last name;
- Telephone number;
- E-mail address;
- Date of Birth;
- Salary Information;
- Copy of ID;
- Social Security Number;
- Bank details.

This personal data is stored by NIVITA MAKELAARS for the above processing (s) for up to 7 years and then only in the financial administration.

### **Personal data of third parties**

We can provide the information you give us to third parties if this is necessary for the execution of the above described purposes. For example, we use a third party for:

- Providing a secure internet environment;

- Providing a secure ICT environment;
- Taking care of the (financial) administration;
- Taking care of marketing communications;
- Providing valuations, architectural inspections, energy label application;
- Calling in a home stylist, media companies for making photos and videos of the homes for sale;
- Employing a mortgage broker, contractor, handyman, cleaning company, moving company.
- The transport of sold properties at the notary.

### **To whom can we provide the data?**

Only employees and representatives of NIVITA MAKELAARS, who need data to carry out their work, have direct access to your data.

If we also give a third party access to your data (after signing an AVG processing agreement), we will only do so if we are sure that that third party will only use the data in a way and for a purpose that is related to the purpose for which we obtained the data.

Furthermore, this will only happen if it is in accordance with the Privacy Regulations of Vereniging VBO Makelaars and the applicable privacy legislation (AVG).

### **Is the data incorrect?**

The user has the right to request (at reasonable intervals) to see his or her personal data, to change them or have them removed. To do so, please contact NIVITA MAKELAARS (info@nivitamakelaars.nl).

### **How long is data kept?**

We do not keep your personal data longer than necessary for the conduct of our business, unless we have to keep data for a longer period under a legal retention obligation. Data from bidders will be kept for no longer than one year after the last bid made. Buyer data will be retained for as long as necessary for administrative purposes.

For the retention of data via the website please refer to Nanoweb.

### **How do we secure the data?**

The protection of personal data has a high priority at NIVITA MAKELAARS. We use various technical and organizational measures to secure your data against abuse, loss, unauthorized access, unwanted disclosure or any other form of unlawful processing.

### **Questions and complaints**

If you have any questions or complaints, or if you would like to respond to this privacy statement, please contact us by phone at 070-7568024 or email us at info@nivitamakelaars.nl.