

## **Privacy statement Been Management Consulting B.V.**

### **Introduction**

In order to perform our services correctly, we cannot avoid storing some of your data. Been Management Consulting strives to guarantee your privacy as well as possible and deals with the information you provide us confidentially. When processing personal data, we take the applicable laws and regulations in the area of privacy into account.

### **Statement**

Been Management Consulting B.V., located at Hendrik Walaardt Sacréstraat 451, 1117 BM in Schiphol, is responsible for the processing of personal data as shown in this privacy statement.

### **Those involved, of whom we process personal data**

Been Management Consulting processes personal data from the following groups of stakeholders:

1. (Potential) Customers
2. Employees
3. Applicants
4. Independent professionals with whom we cooperate

Below we describe for each of these groups which categories of personal data we process, for which purpose we process them, on which legal basis this is and how long of a storage period we use.

**Ad.1: Clients:** From clients, we collect and process name/address and other contact data with the purpose of contacting them to bring our services to the attention or to fulfil and invoice a project. The legal basis is based on legitimate interest or an existing contract. The retention period that we use for customer data ends 7 years until after the last contact moment.

**Ad.2: Employees:** From employees, we collect and process name/address, contact information, salary, ID and personal development data with the aim of carrying out the employment contract and stimulating professional development. The legal basis is based on the employment contract. The retention period that we use for employee data ends 7 years after the last contact moment.

**Ad.3. Applicants:** In addition to name/ address details and other contact details, we will also process application data (such as CVs) of applicants with the aim of assessing the suitability of the candidates. The legal basis is based on permission from the person concerned. The retention period that we use for applicants' data ends 1 year after the completion of the application procedure.

**Ad.4. Self-employed professionals:** In order to complete (potential) client assignments as well as possible, Been Management Consulting works together with independent professionals. The data we process for this group includes name, contact, ID data and data related to professional qualifications such as CVs. The legal basis is based on permission from

the person involved or the fulfilment of a contract. The retention period that we use for data from professionals ends 7 years after the last contact moment.

### **Provision of your personal data to third parties**

We do not, in principle, provide your personal data to third parties. Information will be provided if this is necessary to be able to execute the agreement between you and us and / or when a statutory obligation requires us to do so.

### **Events and workshops**

During events and workshops, we deal selectively and honestly with the taking and using of photos and videos. We use these photos and videos for the coverage of our events and workshops and can use these images for online publications on our website and LinkedIn. Prior to our events and workshops, participants are asked for their approval. If a participant does not wish to be photographed, this will be communicated to our internal Privacy Coordinator prior to the event or workshop (contact details can be found at the bottom of this privacy statement).

### **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 to the processing of your personal data by Been Management Consulting and you have the right to transfer your data. This means that you can submit a request to us to send the personal information we have collected of you to you or another organization named by you digitally.

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 [info@beenmc.com](mailto:info@beenmc.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. In this copy, make sure to erase or hide your passport photo, MRZ (*machine readable zone*, the strip with numbers at the bottom of the passport), passport number and Citizen Service Number (BSN). This is to protect your privacy. We will respond to your request as quickly as possible, but within four weeks.

Been Management Consulting 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. This can be done via the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteitpersoonsgegevens/tip-ons>

### **Automated decision-making**

Been Management Consulting does not make decisions based on automated processing on matters that can have (significant) consequences for people. This concerns decisions taken by computer programmes or systems, without involving a person (for example, a member of Been Management Consulting) to look at the matter.

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

Been Management Consultancy B.V. uses only technical, functional and analytical cookies that do not infringe your privacy. A cookie is a small text file that is stored on your computer,

tablet or smartphone when you first visit this website. The cookies we use are necessary for the technical operation of the website and your ease of use. They ensure that the website works properly and remember, for example, your preferences. We can also use cookies to optimize our website. You can opt out of using cookies by setting your internet browser so that it does not store cookies anymore. In addition, you can also delete all information previously saved via the settings of your browser. Below, we have listed information about specific types of cookies that we use on our website.

**Google Analytics: Our website uses cookies from Google Analytics.**

Data processing is done according to the data processing conditions of Google Ads: <https://privacy.google.com/businesses/processorterms/>. The last octet of the IP address passed to Google is masked so that the data used for analysis purposes can no longer be traced back to persons. The 'share data' option has been disabled. We do not use other Google services in combination with Google Analytics.

**Security measures**

Been Management Consulting takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you feel that your data is not properly secured or there are indications of misuse, please contact us using the contact details below.

**About this privacy statement:**

This privacy statement applies to Been Management Consulting. This statement is subject to change in order to keep it up to date.

**Contact details:**

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Been Management Consulting B.V. is registered under Chamber of Commerce number 50977989.