

Introduction

Postley takes your privacy very seriously and will process and use information about you (the data subject) in a secure manner. In this Privacy Statement, we explain which data we process, and for what purpose. In addition, in this Privacy Statement you can read about your rights in relation to our processing of your personal data. We advise you to read this Privacy Statement carefully. For questions you can always contact info@postley.nl

Who is Postley?

Postley is the virtual office entity of Co-Office. Co-Office Holding B.V. is a private limited company with registered office at (1066EP) Amsterdam, John M. Keynesplein 10 registered in the Commercial Register of the Chamber of Commerce under number 82550662.

Co-Office Holding B.V. is the controller with respect to the processing of your personal data by Co-Office Holding B.V.. Co-Office Holding B.V. also acts for and/or on behalf of Co-Office Zuidas B.V., Our-Office Bruggebouw B.V., Our-Office Sloterdijk B.V. Co-Office Valley B.V, Co-Office the Pulse BV. Co-Office Herengracht B.V. and Our-Office Hoofddorp B.V.

How does Postley use your data?

Below is an overview of the purposes for which Postley processes personal data about you. It is always indicated what data Postley uses for that specific purpose, what the legal basis is for processing the data and how long the data are stored by Postley. To keep it clear, we have grouped everything by type of data flow.

Service, customer management and financial administration.

Purpose: Financial administration

Data: Name, Company name, Billing address, Bank details (Bank name/IBAN/BIC), Outstanding balance.

Basis: Execution of the agreement

Retention period: As long as necessary for this purpose

Purpose: Invoicing

Data: Company name, Billing address, Chamber of Commerce number, VAT number, Customer number, Phone number, Email address

Basis: Execution of the agreement

Retention period: As long as necessary for this purpose

Purpose: CRM

Data: Name, Email address, Order history, Phone number, Chamber of Commerce number, Website url. Company logo, Business address,

Basis: Execution of the agreement

Retention period: As long as necessary for this purpose.

Purpose: Service provision

Data: Name data, E-mail address, File data, Financial data, Data needed to provide the service,

Data generated during the service

Basis: Performance of the agreement

Retention period: As long as necessary for this purpose

Purpose: rental agreement

Data: NAW, Chamber of Commerce number, IBAN, VAT number, Phone number, E-mail address, gender, copy of ID

Basis: Execution of the agreement

Retention period: As long as necessary for this purpose.

Website

Purpose: Offering an account

Data: Name, Address, E-mail address, Username.

Basis: Unambiguous consent

Retention period: As long as necessary for this purpose.

Purpose: Mention of company name on our website.

Data: company name, logo, website url.

Basis: Unambiguous consent

Retention period: As long as necessary for this purpose.

How do we obtain your personal data?

Postley has information about you, because you have provided data to us, and because Postley obtained data from other parties. These other parties may include (online) brokers.

What are your rights?

Under the European General Data Protection Regulation you have a number of rights regarding your data and its processing:

Inspection

If you want to see the personal data that Postley has stored about you, you can request inspection.

Change

If you wish to make changes to the personal data you have seen as a result of a request for inspection, you can submit a request to that effect to Postley. You can request that Postley changes, corrects, adds to, deletes or protects your personal data.

Restriction of processing

You also have the right, under certain conditions, to request Postley to restrict the processing of your personal data.

Objection

If certain processing is carried out on the basis of the "legitimate interest" of Postley or a third party, you have the right to object to that processing.

Data transfer

You have the right to obtain your personal data from Postley. Postley will provide these in a structured and common form, which can easily be opened in other common digital systems. In this way, you can also transfer your data to another provider.

Withdrawing consent

Whenever the basis for the processing of data is your consent, you have the right to withdraw your consent. This has no consequences for the past, but does mean that we may no longer process that data. It may be that Postley can no longer provide you with certain services.

Reaction by Postley

A request can be sent to info@postley.nl Postley will fulfill your request as soon as possible and in any case no later than one (1) month after Postley has received such a request. If Postley rejects your request, we will indicate in our reply why the request is rejected.

Recipients of personal data

The data may be passed on to:

- Processors
- Parties involved in the implementation or fulfillment of an agreement between you and Postley
- External advisors

Postley may be obliged to provide your data to a third party, for example on the basis of a legal obligation.

Transfer to third country or international organization

For (for example) technical and operational reasons, it may be necessary that your (personal) data are transferred to Postley affiliated companies outside the European Economic Area. Because privacy protection regulations there may not provide the same protection as within the European Economic Area, Postley will use the Privacy Shield or the EU Model Clauses to

protect your privacy as much as possible. If that is not possible, Postley will ask your permission to transfer your (personal) data to countries without an adequate level of protection. This consent can be revoked at any time.

What are cookies and how does Postley use them?

Cookies are small pieces of (text) information that are sent to your browser when visiting the website of Postley and then stored on the hard disk or in the memory of your computer, tablet or cell phone (hereinafter: "Device"). Cookies placed through the Postley website cannot damage your Device or the files stored on it. When we talk about "cookies", we do not only mean these small pieces of (text) information, but also similar techniques that collect information, such as device fingerprinting.

Can this Privacy Statement be changed?

This Privacy Statement can be amended. We therefore advise you to regularly read the Privacy Statement for any changes.

Where can you go with complaints and questions?

If you have any questions about this Privacy Statement and the way in which Postley uses your data, please send an e-mail to info@postley.nl. If you also have a complaint about the way in which Postley processes your data, please send an e-mail to info@postley.nl. In addition, you can always contact the competent national supervisory authority in the field of privacy protection. In the Netherlands, this is the Personal Data Authority.