



# The Green Branch

The best time to plant a tree

Privacy statement

May 2020

# Privacy statement

This is the privacy statement of The Green Branch BV, located at Marconistraat 16 (3029AK) in Rotterdam (hereinafter: “we”). This privacy statement applies to the processing of personal data of our partners, customers, potential customers and other persons who visit our website or who have contact with us.

This privacy statement explains how we handle personal data. For questions about the privacy statement or if you want to exercise your legal rights regarding your personal data, or if you want to make a complaint about the use of your personal data, please contact us at [info@thegreenbranch.nl](mailto:info@thegreenbranch.nl).

If you are not satisfied with the handling of your complaint or if you prefer not to submit your complaint to us, you can also submit it to the Dutch Data Protection Authority, via the website <https://autoriteitpersoonsgegevens.nl>.

We are responsible for the processing of your personal data and we will exercise the utmost care and of course comply with the rules arising from legislation.

## What personal data do we process?

### *File*

When you place an order with us and / or enter into a purchase transaction with us, we process the personal data that you and the other party (ies) provide to us in your file. In any case, these are your contact details such as your name, address, e-mail address and telephone number. It also concerns personal data that are relevant to the file. Depending on the subject of the file, this may also involve sensitive and / or special personal data.

### *Billing*

We also process data necessary for sending invoices and processing payments for the services and concluded transactions that we provide, such as your bank account number and any other payment details.

### *Contact*

If you contact us by email or by phone, we will process the information you provide, such as your contact details (name, email address, phone number) and the reason for contacting us (for example, because you have a question).

### *Analysis of website visitors*

Finally, we process analytical data about (the computer of) visitors to our website, via cookies that are placed when you visit the website. These cookies store (part of) the visitor's IP address.

## For what purposes and on what basis do we process personal data?

### *File*

We use the personal data that you have provided in the context of an assignment to handle the file. Because it is possible that sensitive and / or special personal data are processed during the processing of the file (and this is not always clear in advance), we ask you for permission to process your personal data. You give this permission by signing the agreement. If you do not give this permission, you will unfortunately not be able to use our services, because we cannot perform the services without processing personal data that are relevant to the file.

You have the right to withdraw your consent. We will no longer be able to process data from you and can no longer provide services for you, so that the file will be closed immediately.

### *Billing*

We use the payment details you have provided to invoice work. This processing is necessary to perform the agreement that you conclude with us.

### *Contact*

We use the contact details you provide to us to contact you if necessary, for example to answer a question or confirm an appointment. We process this personal data because it is necessary for us to be able to perform our work and obtain new assignments.

### *Newsletter*

We also use your e-mail address to send you an update on our services from time to time. If you have given us an assignment, this is known as an "existing customer relationship" and we will send you newsletters to maintain our relationship with you. If you have not previously used our services but have otherwise contacted us (such as by sending an email with a question), we will ask you for permission to send newsletters to you, and this only do this if you have given your permission.

Each newsletter contains the option to unsubscribe from future newsletters.

### *Analysis of website visitors*

The information we collect about website visitors is only used to keep statistics about website visits (for example, to see which pages are viewed the most). The data is kept anonymous.

## How long do we keep your personal data?

### *File*

In principle, we keep the file and the personal data contained therein for twenty years after the file has been closed, in connection with the maximum statutory limitation period. In exceptional cases, we keep a file for longer than twenty years, for example if the limitation period has been extended or if we believe that there is another legitimate interest that justifies keeping the file longer.

### *Administration*

We keep our records, including invoices and other documents on which the parties' personal data are stated, for a period of seven years after the end of the financial year in order to comply with the tax retention obligation.

### *Other contact details*

We will keep other contact details for one year after the last contact, unless you have previously submitted a request to us to remove it.

### *Analysis of website visitors*

The data about website visitors is retained two years after the visit to the website, these are the default settings of Google Analytics.

## Who do we share your data with?

Your data is stored in a digital file and can occur in e-mails that we send or receive and are therefore stored (and therefore processed) by our ICT provider. In addition, the payment details that you have provided to us for invoicing will be passed on to the party that performs our financial administration. We have concluded a processing agreement with this party that provides at least the same level of security and confidentiality as you may expect from us.

We also do not provide your data to third parties, unless we are obliged to provide certain data under applicable laws and regulations, for example to the police in the context of a criminal investigation.

## How is your data secured?

We have taken appropriate technical and organizational security measures to protect your personal data against loss, misuse and unauthorized access by third parties. In addition, we also oblige our ICT provider to take such appropriate technical and organizational security measures.

## What are your rights?

You have the following rights:

- a. The right to inspect your personal data and to receive a copy thereof.
- b. The right to rectification of your personal data if it is incorrect or incomplete.
- c. The right to object to the processing and / or - in certain cases - the right to restrict the processing of your personal data.
- d. In certain cases: the right to have your personal data erased ("right to be forgotten").
- e. The right to obtain your personal data in a structured, common and machine-readable form and to transfer that data to another person.

More information about these rights and when you can exercise them can be found on the website of the Dutch Data Protection Authority

<https://autoriteitpersoonsgegevens.nl/nl/onderwerpen/avg-europese-privacywetgeving/rechten-van-betroken>.

You can exercise your rights by contacting us at the email address or phone number listed at the beginning of the Privacy Statement.

## Amendments

Sometimes things can change in the personal data we process or the applicable regulations. In that case we can adjust this privacy statement. In the event of major changes, we will place a notification on the website and inform you of the change by e-mail.

- May 2020

