

## Privacy Policy

Governance & Integrity International B.V. (GII) attaches great importance to the protection of your personal data. In this Privacy Policy, we provide information about how we handle personal data.

We do everything we can to safeguard your privacy and therefore handle personal data with care. GII complies in all cases with applicable laws and regulations, including the General Data Protection Regulation (GDPR). This means that we will in any case:

- process your personal data in accordance with the purpose for which it was provided. These purposes and types of personal data are described in this Privacy Policy;
- limit the processing of your personal data to only those data which are minimally required for the purposes for which the personal data are obtained;
- request your explicit consent if we require it for the processing of your personal data;
- have taken appropriate technical and organisational measures to ensure the security of your personal data;
- not provide personal data to other parties, unless this is necessary for the execution of the purposes for which they were provided or pursuant to a mandatory legal provision;
- be aware of your rights regarding your personal data, inform you of these and respect them.

GII is responsible for the processing of your personal data. If, after reading this Privacy Policy, or more generally, you have any questions or wish to contact us, you can do so using the contact details at the bottom of this document.

## Processing of personal data of customers or suppliers

Personal data of customers or suppliers are processed by GII for the following purpose(s):

- Administrative purposes;
- Communication regarding the assignment and/or invitations;
- Executing or issuing an assignment.

Legal basis for processing this personal data is:

- The agreed assignment.

For the above purpose(s), GII may ask you for the following personal data:

- First name;
- Middle name/prefix;
- Surname;
- Organisation;
- Position;
- (Business) telephone number;
- (Business) email address;
- Gender.

GII will store your personal data for the purposes of the above-mentioned processing for the following period:

- Your personal data will be stored by GII for the above processing for the duration of the agreement and thereafter only in the financial administration for a maximum period of 7 years.

## Processing of personal data of newsletter subscribers

Personal data of newsletter subscribers are processed by GII for the following purpose(s):

- Informing the individual by means of newsletters.

Legal basis for processing this personal data is:

- The newsletter subscription form.

For the above purpose(s), GII may ask you for the following personal data:

- First name;
- Middle name/prefix;
- Surname;
- Organisation;
- Position;
- Email address.

GII will store your personal data for the purposes of the above-mentioned processing for the following period:

- Your personal data will be stored for the duration of the subscription.

## Processing of personal data of prospects, stakeholder contacts and/or other interested parties

Personal data of prospects, stakeholder contacts and/or other interested parties are processed for the following purpose(s):

- Providing information in the form of newsletters and/or targeted contact.

Legal basis for processing this personal data is:

- Verbal or written consent, provision of a business card and/or connection via social media, including LinkedIn.

For the above purpose(s), GII may ask you for the following personal data:

- First name;
- Middle name/prefix;
- Surname;
- Organisation;
- Position;
- Telephone number;
- Email address.

GII will store your personal data for the purposes of the above-mentioned processing for the following period:

- Your personal data will be stored for as long as you are regarded as a prospect, stakeholder/lobby contact and/or interested party.

## Processing of personal data of employees

Personal data of employees are processed by GII for the following purpose(s):

- Execution of the employment contract.

Legal basis for processing this personal data is:

- The employment contract.

For the above purpose(s), GII may ask you for the following personal data:

- First name;
- Middle name/prefix;
- Surname;
- Telephone number;
- Email address;
- Date of birth;
- Gender;
- Salary details;
- Copy of ID (with verification);
- Citizen service number (BSN);
- Bank details.

GII will store your personal data for the purposes of the above-mentioned processing for the following period:

- Your personal data will be stored for the duration of the employment contract and thereafter only in the financial administration for a maximum period of 7 years.

## Processing of personal data of directors, account managers, trainers, advisers and analysts

Personal data of directors, account managers, trainers, advisers and analysts are processed by GII for the following purpose(s):

- Execution of the agreement(s) with these individuals.

Legal basis for processing this personal data is:

- The agreement(s) between GII and the individual concerned.

For the above purpose(s), GII may ask you for the following personal data:

- First name;
- Middle name/prefix;
- Surname;
- Telephone number;
- Email address;
- Date of birth;
- Gender;
- Copy of ID (with verification);
- Bank details.

GI will store your personal data for the purposes of the above-mentioned processing for the following period:

- Your personal data will be stored for the duration of the agreement and thereafter only in the financial administration for a maximum period of 7 years.

## Disclosure to third parties

The data you provide to us may be disclosed to third parties if this is necessary for the execution of the purposes described above or pursuant to a mandatory legal provision.

We make use of a third party for:

- Hosting the internet environment of the GDPR programme;
- Maintaining the (financial) administration;
- Providing newsletters and invitations.

We never provide personal data to other parties with whom we have not concluded a data processing agreement. With these parties (processors), we of course make the necessary arrangements to ensure the security of your personal data.

Furthermore, we will not provide the data you have supplied to other parties, unless this is legally required and permitted. An example of this is where the police, in the context of an investigation, request (personal) data from us. In such a case, we are required to cooperate and are therefore obliged to provide these data.

We may also share personal data with third parties if you have given us your written consent to do so.

### Within the EU

We do not provide personal data to parties established outside the EU

### Minors

We only process personal data of minors (persons under the age of 16) if written consent has been given by a parent, guardian or legal representative.

### Retention period

GII does not retain personal data longer than necessary for the purpose for which they were provided or as required by law.

### Security

We have taken appropriate technical and organisational measures to protect your personal data against unlawful processing. For example, we have taken the following measures:

- All persons who can access your data on behalf of GII are bound by a duty of confidentiality;
- We apply a username and password policy across all our systems;
- We pseudonymise and ensure the encryption of personal data where appropriate;
- We make backups of personal data in order to be able to restore these in the event of physical or technical incidents;
- We regularly test and evaluate our measures;
- Our employees are informed about the importance of protecting personal data.

## Your rights regarding your data

You have the right to access, rectify or erase the personal data we have obtained from you.

You also have the right to object to the processing of your personal data (or part thereof) by us or by one of our processors. In addition, you have the right to request that the data you have provided to us be transferred to yourself or, upon your instruction, directly to another party.

We may ask you to verify your identity before we can comply with the aforementioned requests.

Where we process your personal data on the basis of your consent, you always have the right to withdraw that consent.

## Complaints

If you have a complaint about the processing of your personal data, we ask that you contact us directly.

If we are unable to resolve the matter with you, we naturally regret this. You always have the right to lodge a complaint with the Dutch Data Protection Authority (Autoriteit Persoonsgegevens), which is the supervisory authority in the field of privacy protection.

## Questions

If you have any questions or comments following our Privacy Policy, please contact us.

## Contact details

G&I International (GII)

Millennium Tower a12

Radarweg 29

1043 NX Amsterdam

[secretariaat@gi-nederland.nl](mailto:secretariaat@gi-nederland.nl)