

Privacy Statement SUP yourself B.V.

1. Company Details

SUP yourself B.V.

Barger Kempke 14
7103 DZ Winterswijk
The Netherlands
Chamber of Commerce number: 86007599
Phone: +31 85 0606420

SUP yourself B.V. is responsible for the processing of personal data as outlined in this privacy statement.

S.J.A. Vissers is the Data Protection Officer of SUP yourself B.V.

He can be reached via info@supyourself.nl or by phone at +31 85 0606420

2. Applicability

This privacy statement applies to all data of customers of SUP yourself B.V., visitors to our websites, and individuals who request information from us or visit our locations.

3. Purpose of Data Collection

SUP yourself B.V. rents water sports equipment. To do this effectively, it is necessary to collect certain personal data. The primary reason for this is communication. We also collect information that can help us improve our products. In addition to collecting personal data from customers, we also collect personal data from suppliers and (potential) staff.

In this privacy statement, we explain exactly what information we collect, how it is used, where and how it is stored, and how long we keep it and why. We also explain what rights you have regarding this information and how you can exercise them.

4. Your Rights

All rights mentioned in this article can be exercised by contacting the Data Protection Officer (see 1.0).

4.1 Right to Access

You have the right to view the data we hold about you at any time.

4.2 Right to Deletion

You have the right to have your data deleted at any time, as long as this deletion does not conflict with a legal obligation to retain (e.g., invoices).

4.3 Right to Stop Data Usage

You have the right to stop the use of your data by SUP yourself B.V. at any time.

4.4 Right to Transfer

You have the right to transfer your data to another party or service.

4.5 Right to Rectification

You have the right to have incorrect data corrected by us.

5. Your Obligations

5.1 Consent to this Agreement

This statement is published on the website of SUP yourself B.V. When providing information to SUP yourself B.V., such as when making a booking or requesting a quote, you will be asked to agree to this statement. This privacy statement also applies to data collected by SUP yourself B.V. without explicit consent, such as during a telephone conversation, chat, or via email.

6. Special and/or Sensitive Personal Data We Process

Our website and/or service does not intend to collect data about website visitors who are under the age of 16 unless they have permission from parents or guardians. However, we cannot verify whether a visitor is over 16. Therefore, we recommend that parents be involved in their children's online activities to prevent data from being collected about children without parental consent. If you believe that we have collected personal data about a minor without such consent, please contact us at info@supyourself.nl, and we will delete this information.

7. Data Collection of Customers

7.1 Communication, Reservations, and Invoicing

We store the following data:

- First and last name
- Address details
- Phone number
- Email address
- Bank account number

Additionally, we store other personal data that you actively provide through correspondence via chat or phone.

7.2 Purpose of Storing This Data

The main reason for collecting and storing your data is to establish and facilitate smooth communication regarding an activity you have undertaken with us or inquired about.

We collect address details to be able to invoice customers by post if requested or if digital means fail. Additionally, this information may be used in cases of non-payment to exercise our rights as creditors. Bank account numbers are collected and stored only as part of our financial administration and only when a transaction has taken place.

7.3 Where Is This Data Stored

In the secure database of our reservation system, which can only be accessed via a password. Information sent by email to one of our email addresses will remain stored in the inbox, which is also protected by a password.

7.4 Is This Information Shared with Third Parties

The collected data is not shared with third parties inside or outside the EU.

7.5 Who Can Access This Data

The data is stored in our booking system. It is accessible to our employees who manage the activities, the management team, and the system administrators who provide technical support.

7.6 How Long Do We Retain This Data

This data remains in our booking system database indefinitely. The reason is that it is part of our administration and helps us measure the continuity of our organization. It also allows us to answer customers' questions about past activities.

7.7 Who Can Edit or Delete the Data

Only management can permanently delete data. Minor changes can be made by employees for service purposes. Furthermore, all customer data can be deleted at the customer's request (see 4.2).

7.8 Newsletters

7.8.1 What data do we store

We store: first and last name, email addresses.

7.8.2 For what purpose do we store this data

For sending periodic newsletters with information and offers.

7.8.3 Where is this data stored

In the secure database of our reservation system and our email marketing tool. Access to this data can only be obtained via a password.

7.8.4 Is this information shared with third parties

The collected data is not shared with third parties inside or outside the EU.

7.8.5 Who can view this data

The data is stored in our booking system. Access to it is granted to our employees who manage the activities, the management, and the administrators of the booking system who provide technical support. Access to the email addresses in our email marketing tool is only available to management and marketing employees.

7.8.6 How long do we retain this data

This data remains in the database of our booking system and is never deleted.

7.8.7 Who can modify and/or delete the data

Only management can permanently delete data. Small adjustments can be made by employees for service purposes. Additionally, all personal data of a customer can be deleted upon request of the customer (see 4.2).

8. Data Collection of Suppliers

8.1 Digital Administration

We store the following data:

- Name of the contact person
- Place of business
- Address details
- Phone number
- Email address
- Chamber of Commerce numbers
- Bank account numbers
- VAT numbers

8.1.2 Purpose of Storing This Data

We are legally required to keep this information as part of our administration and for communication purposes.

8.1.3 Where Is This Data Stored

In the secure database of our booking system, accessible only via a password. Information sent by email will remain stored in the inbox, which is password protected.

8.1.4 Is This Information Shared with Third Parties

The collected data is not shared with third parties inside or outside the EU but may be requested by tax authorities and will be provided if there is a reasonable basis.

8.1.5 Who Can Access This Data

Management, our accountant, booking system administrators, and employees have access to the data.

8.1.6 Data Processing Agreement with External Parties

We have a data processing agreement with both the booking system and our accountant.

8.1.7 How Long Do We Retain This Data

We are legally required to retain this data for a period of at least 7 years after it was obtained.

8.1.8 Who can modify and/or delete the data

Only management can permanently delete data. Small adjustments can be made by employees for service purposes. Additionally, all personal data of a customer can be deleted upon request of the customer.

8.2 Paper Administration

8.2.1 What data do we store

We store the following data:

- Contracts
- Receipts and invoices

8.2.2 For what purpose do we store this data

We are legally required to store this information.

8.2.3 Where is this data stored

In a locked filing cabinet at the office or temporarily at the office of our accountant. Both locations are well secured and accessible only to the custodian of the data.

8.2.4 Is this information shared with third parties

The collected data is not shared with third parties inside or outside the EU, but it may be requested by the tax authorities and will be provided if there is reasonable cause.

8.2.5 Who can view this data

Management and our accountant.

8.2.6 How long do we retain this data

Invoices and other transaction records are kept for a maximum of one year and are digitized and destroyed as quickly as possible. The digitized information is subject to section 8.1.

8.2.7 Who can modify and/or delete the data

Only management can permanently delete data. A request for deletion or modification of this data will only be honored if it does not conflict with our legal obligations.

9. Data Collection of (Potential) Employees

9.1 Job Application Procedures via Job Sites/Facebook

We store the following data:

- CV
- First and last name
- Date of birth
- Email address
- Phone number

9.1.2 Purpose of Storing This Data

For communication with potential new employees.

9.1.3 Where Is This Data Stored

On our email server or the server of a job site or Facebook. All three are password protected.

9.1.4 Is This Information Shared with Third Parties

The collected data is not shared with third parties inside or outside the EU.

9.1.5 Who Can Access This Data

Management.

9.1.6 How Long Do We Retain This Data

If no employment relationship is established, the data will be deleted at the end of the application process. If employment is established, sections 9.2 – 9.4 apply.

9.1.7 Who can modify and/or delete the data

Management or upon request by the applicant.

9.2 Employee Data

9.2.1 What data do we store

We store the following data:

- First and last name
- Gender
- Date of birth
- Place of birth
- Address details
- Phone number
- Email address
- BSN (Citizen Service Number)
- IBAN (bank account number)
- Copy of passport/ID
- Reports of performance reviews
- Contracts

9.2.2 For what purpose do we store this data

We are legally required to store this information.

9.2.3 Where is this data stored

On our email server or as part of the paper administration. The server is password-protected. Our paper administration is physically accessible only to management.

9.2.4 Is this information shared with third parties

The collected data is not shared with third parties inside or outside the EU.

9.2.5 Who can view this data

Management.

9.2.6 How long do we retain this data

As long as the employee is employed and up to a maximum of 2 years after leaving employment.

9.2.7 Who can modify and/or delete the data

Management or upon request by the employee, provided this request does not conflict with a legal obligation.

9.3 Time Registration

9.3.1 What data do we store

We store the following data:

- All information regarding working hours
- Number of hours worked

9.3.2 For what purpose do we store this data

To process payroll.

9.3.3 Where is this data stored

In the database of our booking system. This database is password-protected.

9.3.4 Is this information shared with third parties

The collected data is only shared with our accountant for payroll purposes.

9.3.5 Who can view this data

Management, the employee themselves, the accountant, and technical support of the booking system.

9.3.6 Is there a data processing agreement with external parties

A data processing agreement has been signed with both the booking system and the accountant.

9.3.7 How long do we retain this data

The data is never deleted because it can be used as data for policy-related matters. However, at

the request of the employee, this data will be deleted immediately if the employee is no longer employed.

9.3.8 Who can modify and/or delete the data

Management or upon request by the employee.

9.4 Payslips

9.4.1 What data do we store

We store the following data:

- First and last name
- Gender
- Date of birth
- Place of birth
- Address details
- Phone number
- Email address
- BSN (Citizen Service Number)
- IBAN (bank account number)
- Worked hours
- Date of employment

9.4.2 For what purpose do we store this data

So that it can be retrieved by our employees.

9.4.3 Where is this data stored

On the secure online server of our accountant. Payslips are only accessible via a password.

9.4.4 Is this information shared with third parties

The collected data is shared with and stored by our accountant. Additionally, this information can be requested by the government or a collection agency. The data will be provided to these parties if we are legally required to do so.

9.4.5 Who can view this data

Management, the employee themselves, and the accountant.

9.4.6 Is there a data processing agreement with external parties

A data processing agreement has been signed with the accountant.

9.4.7 How long do we retain this data

As long as the employee is employed and up to a maximum of 2 years after leaving employment.

9.4.8 Who can modify and/or delete the data

Management or upon request by the employee.

9.5 Payroll Administration

9.5.1 What data do we store

We store the following data:

- First and last name
- Gender
- Date of birth
- Place of birth
- Address details
- Phone number
- Email address
- BSN (Citizen Service Number)
- IBAN (bank account number)
- Copy of passport/ID
- Contracts

9.5.2 For what purpose do we store this data

We are legally required to store this information.

9.5.3 Where is this data stored

On our email server or as part of the paper administration. The server is password-protected. Our paper administration is physically accessible only to management.

9.5.4 Is this information shared with third parties

No. However, this information can be requested by the government or a collection agency. The data will be provided to these parties if we are legally required to do so.

9.5.5 Who can view this data

Management.

9.5.6 How long do we retain this data

As long as the employee is employed and up to a maximum of 2 years after leaving employment.

9.5.7 Who can modify and/or delete the data

Management upon request by the employee.

10 Camera Surveillance

10.1 Purpose of Camera Surveillance

We have installed camera surveillance to protect our property. This measure has been taken due to a history of vandalism and theft at the Rutbeek and specifically at our SUP rental box.

10.2 What Data Do We Store

We store camera footage recorded around our SUP rental box. These recordings may capture individuals and activities within the camera's range.

10.3 Purpose of Storing This Data

The footage is recorded for the following purposes:

- To protect your and our property.
- To prevent and investigate criminal acts.

10.4 Where Is This Data Stored

The footage is stored in a secure location, accessible only to authorized personnel.

10.5 How Long Do We Retain This Data

The footage is kept for a maximum period of 2 weeks unless an incident occurs that requires the footage to be stored longer for investigation or legal purposes.

10.6 Is this information shared with third parties?

The recorded images are not shared with third parties unless this is necessary for the fulfillment of a legal obligation or in support of an ongoing investigation.

10.7 Who can view this data?

The images can be viewed by authorized personnel responsible for security and, if necessary, by law enforcement authorities.

10.8 Your rights

- Right to access:

You have the right to request access to the images in which you are visible.

- Right to deletion:

You have the right to request that images in which you are visible be deleted unless they are needed for an ongoing investigation or legal proceedings. This right is not absolute and may be limited in certain cases.

- Right to object:

You can object to the processing of your images.

10.9 Requests for regular deletion of images

In cases of regular requests for the deletion of images, such as daily requests, we reserve the right to assess these requests for feasibility and their impact on our security measures. We will respect reasonable requests, provided they do not conflict with our obligations to ensure safety and security