

PRIVACY STATEMENT

JARK is an office that is close to you. Short lines, open communication and expert advice. We do not only communicate openly in terms of content, but also about the way in which we deal with your personal data. Read statement you about everything you need to know - this privacy. And if you still have questions, you will find us. Practical, easy-to-understand answers. Also about your personal data.

From whom, for whom?

JARK BV operates under the trade name JARK and JARK CLAIM EXPERTS. This statement applies to all persons who are in relationship with JARK. This in any case includes:

- clients;
- potential clients with whom JARK contacts;
- visitors to the website;
- suppliers / service providers.

Why?

JARK only processes personal data in accordance with the legitimate purposes for which the data were collected. In any case, it concerns the following goals and grounds:

- for carrying out assignments such as advising, claiming funds and other services;
- because of the importance of being able to contact you in the field of (additional) services;
- in connection with the communication about products or services that we purchase;
- for maintaining our network of service providers;
- for recruiting and selecting personnel;
- to improve our services.

For purposes other than those mentioned above, JARK will not process your data unless you have given specific permission for this.

Which data?

JARK processes the following categories of personal data.

- The personal data necessary for handling a case by an employee of our office, as well as for invoicing.

Of course, name, address, postcode, city, telephone, e-mail address, possible company name, job title, bank account number and date of birth are part of the data that we have to process in the context of our services. The limitation with regard to the information about the specific file that is before us, is contained in the 'necessity'. We do not process data that we do not need when we execute the agreement. This data is stored in our (digital) systems and stored during the legal storage periods.



- Contact information needed to be in contact outside a file with relations.

We process the data that are supplied to us in the context of, for example, introductory meetings and contact forms. In any case, this concerns contact details. We do not store this information for longer than necessary. If at any time we receive a request from the relevant relationship to delete the data, we will respond to it as soon as possible.

- Information we obtain from suppliers of products and services, whether or not to us.

To keep in touch with our suppliers and service providers, but also with service providers in our business network, we process the contact details of contact persons. We do not store this information for longer than necessary. If at any time we receive a request from the relevant supplier or service provider to delete the data, we will respond to it as soon as possible.

- Information from application procedures.

In the context of application procedures, we process the information offered by the applicant, including in any case contact details and the motivation letter, CV and list of marks requested by us. We will delete this information no later than four weeks after the end of a procedure, unless the applicant starts working at JARK or we get explicit permission to keep the information longer in our systems.

- Information about your visit to our website.

We use Google Analytics, with which we can analyze surfing behavior on our website.

Transfer to other parties

JARK will in principle not share your personal data with third parties, unless this is necessary for the proper handling of your file or if there is a legal obligation to do so.

Safe processing

JARK will take appropriate measures to ensure that your personal data is safe with us and that abuse of this data is prevented as much as possible. Access to your personal data is protected against unauthorized persons. In addition, we will regularly check our security measures and update them where necessary, so that your data is always well protected.

Your rights

JARK considers it important that you are aware of your rights regarding the processing of your personal data. You have the following rights under the privacy legislation:

- Right of inspection of the data subject

You can always request from JARK (info@jark.nl) which personal data JARK processes, for what purpose that happens and how long it is stored.

- Right to rectification

If you believe that certain information has not been processed correctly, you have the right to request rectification of this information.

- Right to data change (right to 'forgetfulness')

If you want your personal data to be deleted, you can submit a request to JARK.



- Right to restriction of processing

If you wish to limit the processing of personal data by JARK (pending the rectification of your personal data requested by you, objected to processing or because you do not want data to be deleted even though the processing is unlawful), you can do so at JARK via the e-mail address info@jark.nl to file a request.

- Right to transfer data

You can contact JARK via the e-mail address info@jark.nl make a request to transfer the data processed by JARK to you.

- Right of objection

If JARK uses your data for marketing purposes, you can contact JARK via the e-mail address info@jark.nl object to this processing.

- Withdrawing permission

If JARK processes data from you on the basis of your consent, you can always withdraw your consent in writing.

Questions and complaints

If after reviewing this statement something is not clear about the way JARK handles your personal data, if you want to use one or more of the described rights, or if you have a complaint about our processing of your personal data, you can send a message to:

JARK BV

*Munnikenweg 64
3905 MJ Veenendaal
info@jark.nl*

If no suitable solution is found for your complaint, then you have the right to file a complaint with the supervisory authority, the Dutch Data Protection Authority. We advise you to consult the website of the Dutch Data Protection Authority to see how you can best achieve this.

Changes to this statement

Not only privacy - right under development, also this statement may be changed regularly. The statement you are reading at the moment dates from May 25, 2018.