



# Privacy Policy

Hotel Cornelisz attaches great importance to the protection of your personal data. In this Privacy Policy we want to provide clear and transparent information about how we handle personal data.

We make every effort to ensure your privacy and therefore handle personal data with care. Hotel Cornelisz is in all cases subject to the applicable laws and regulations, including the General Data Protection Regulation. This implies that we at least:

- Processing your personal data in accordance with the purpose for which they were provided, these goals and type of personal data are described in this Privacy Policy;
- Processing your personal data is limited to only those data that are minimally required for the purposes for which they are processed;
- We ask for your explicit consent if we need it for the processing of your personal data;
- Have taken appropriate technical and organizational measures to ensure the security of your personal data;
- Not to pass on personal data to other parties, unless this is necessary for carrying out the purposes for which they were provided;
- To be aware of your rights regarding your personal data, to point this out and to respect them.

As Hotel Cornelisz we are responsible for the processing of your personal data. If, after reading our Privacy Policy, or in a more general sense, you have questions about this or wish to contact us, you can do this via the contact details at the bottom of this document.



## Processing of personal data of guests.

Personal data of guests are processed by Hotel Cornelisz for the following purpose (s):

- Administrative purpose;
- Legal obligation (APV) collection of personal data for nightregister.

The basis for this personal information is:

- The agreed assignment (reservation);

For the above objective (s), Hotel Cornelisz can request the following personal data from you:

- Name;
- Address;
- Residence;
- Nationality;
- Date of birth;
- Birthplace;
- Day of arrival;
- Day of departure;
- Nature Travel document

Your personal data will be stored by Hotel Cornelisz for the above-mentioned processing (s) for the period:

- During the term of the agreement and thereafter only in the financial administration for a maximum of 7 years.



## Processing of personal data of Employees

Personal data of Employees are processed by Hotel Cornelisz for the following objective (s):

- Implement the employment contract.

The basis for this personal information is:

- The employment contracts.

For the above objective (s), Hotel Cornelisz can request the following personal data from you:

- First Name;
- Insertion;
- Last name;
- Phone number;
- E-mail address;
- Date of birth;
- Salary data;
- Copy ID;
- BSN number;
- Bank details.

Your personal data will be stored by Hotel Cornelisz for the above-mentioned processing (s) for the period:

- During the period that you have a contract and then only in the financial administration for a maximum of 7 years.



## Provision to third parties

We may provide the information you give to us to third parties if this is necessary for the execution of the above described purposes.

For example, we use a third party for:

- Taking care of the (financial) administration;
- Processing reservations via an Online Tour Operator (OTA) by channel manager.
- Processing reservations and administration in a reservation system.

We never pass on personal data to other parties with whom we have not entered into a processor agreement. With these parties (processors), we of course make the necessary arrangements to ensure the security of your personal data. Furthermore, we will not pass on the information provided by you to other parties, unless this is legally required and permitted. An example of this is that the police request us (personal) data in the context of an investigation. In such a case we must cooperate and are therefore obliged to provide this information. We may also share personal data with third parties if you give us permission in writing.

## Within the EU

We do not provide personal data to parties which are located outside the EU.

## Minors

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

## Storage period

Hotel Cornelisz does not store personal data longer than necessary for the purpose for which it was provided or required by law.

## Security

We have taken appropriate technical and organizational measures to protect your personal data against unlawful processing, for example we have taken the following measures;

- All persons who are able to access your data on behalf of Hotel Cornelisz are obliged to maintain their confidentiality.
- We use a username and password policy on all our systems;
- We pseudonymize and ensure the encryption of personal data if there is reason to do so
- We make back-ups of the personal data in order to be able to recover these in case of physical or technical incidents;
- We regularly test and evaluate our measures;
- Our employees have been informed about the importance of the protection of personal data.



## Rights concerning your data

You have the right to inspect, rectify or delete the personal data that we have received from you. You can also object to the processing of your personal data (or a part thereof) by us or by one of our processors. You also have the right to have the data provided by you transferred by us to yourself or by order of you directly to another party. We can ask you to identify you before we can comply with the aforementioned requests.

May we process your personal data on the basis of a permission given by you, you will always have the right to withdraw this consent.

## Complaints

If you have a complaint about the processing of your personal data, we ask you to contact us directly. If we do not come together with you then we find this very annoying. You always have the right to file a complaint with the Dutch Data Protection Authority, this is the supervisory authority in the field of privacy protection.

## Questions

If you have any questions or comments about our Privacy Statement please contact us!

## Contact details

### Hotel Cornelisz

P.C. Hoofstraat 24-28

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Amsterdam

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