



# PRIVACY STATEMENT

Vliegend Hertlaan 41  
3526 KT Utrecht

[coffeeit.nl](https://coffeeit.nl)  
[contact@coffeeit.nl](mailto:contact@coffeeit.nl)

## **PURPOSES OF PROCESSING**

Coffee IT processes your personal data for the benefit of our (financial) administration, CRM system or ticket system for incidents and changes. In doing so, we comply with privacy legislation.

In this privacy statement we explain what we do with your data and what your rights and obligations are.

## **LEGAL BASIS FOR PROCESSING**

Coffee IT processes your personal data on the basis of the following legal bases:

- The processing of the personal data is necessary for the execution of the sales agreement between you and Coffee IT
- The processing of the personal data is necessary for compliance with the legal obligation that Coffee IT has to conduct a good (financial) administration.

## **PROVISION OF PERSONAL DATA**

As a customer, you are obliged to provide your name and address to Coffee IT.

## **CATEGORIES OF PERSONAL DATA**

In addition to the mandatory data to be provided, additional data may be processed in the aforementioned systems, including name and call details of several contact persons or departments of your company and personal data of the Data Protection Officer (DPO) at your company.

### **Website**

Our website does use tracking cookies and functional cookies that ensure the correct functioning of the website. Tracking cookies will only be used after acceptance of our cookie guideline.

### **Phone**

Calls made to and from Coffee IT company phone numbers may be recorded. Recordings will never be shared outside of Coffee IT.

### **Non disclosure**

Employees of Coffee IT have a strict duty of confidentiality with regard to all information that is intended or unintentionally obtained or transparent in regards to your company. This confidentiality also applies to our suppliers.

### **Assets**

Coffee IT employees have access to equipment with which your personal data can be accessed at the office location or remotely. Coffee IT uses a secure network.

## Recipients of personal data

Coffee IT will not provide your personal data to third parties.

## Printing of personal data

Any printout on which your personal data is visible will not be stored and will be destroyed immediately after use. In principle, Coffee IT will not print personal data. Coffee IT uses the principle of working digitally.

## Retention period for personal data

Your personal data will be stored by Coffee IT for a maximum of 7 years after termination of the agreement.

## Rights as a customer

You have the right to submit a request to us for access, correction and/or deletion of the personal data that we process about you. In addition, you have the right to request us to restrict the processing of your personal data and to object to the processing of your personal data..

As a customer, you also have the right to request Coffee IT to recover the personal data that you have provided to Coffee IT yourself in a structured, commonly used and machine-readable form, so that you can provide this personal data to another controller if desired.

## Contact details

For questions about this privacy statement and the processing that Coffee IT does, you can contact us via the details below.

You can submit a request for access, correction and/or deletion, or restriction and objection in writing by email or by post. You can make a request for data portability by requesting it in writing by email or by post. With these requests we may ask you for identification.

### Coffee IT

Vliegend Hertlaan 41, 3526KT Utrecht  
privacy@coffeeit.nl  
+31 30 737 1093

## COMPLAINTS

If you have a complaint about the processing of your personal data by Coffee IT, please contact our security officer contact person using the above-mentioned contact details to submit your complaint. You also have the right to file a complaint with the Dutch Data Protection Authority. This can be done via the link below:

<https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>