

1. Introduction

Okido BV process information on persons on a daily basis and in doing so, complies with law. Okido BV respects the privacy of the persons on whom it receives information and handles the information strictly confidentially. In this privacy statement we explain what personal data we process and for what purposes. We recommend you read this privacy statement carefully.

Okido BV is responsible for the processing and storage of your personal data. If you have any questions on the content of the privacy statement, please contact our Privacy Officer, Mr. Fons Ris through jetty@okidobv.com/nl.

2. Personal data

Okido BV processes various types of personal data, for various purposes. In the following we will explain what personal data and purposes these are.

Service

To be able to provide our services we need your company name, email address, bank account and telephone number. This way, we can process your application, contact you, provide our services and keep you informed of the process. If necessary for our service, we will provide your personal data to third parties.

Commercial and (Direct) Marketing

For the provision and acquisition of new assignments we collect commercially interesting information on companies, such as the position of a company in the market, possible (further) interest of a company in our products and the persons within the company whom we want to contact or have contacted. Of these persons we collect contact data, information on their visits to exchanges, notes based on (telephone) conversations and visit reports. This information is carefully organised and stored in a database that is only accessible to authorised employees. We do this on the basis of our justified business interest.

Social media

Okido BV can be found on social media, including LinkedIn. We can use your personal data when you use functions on our website and/or apps, such as a 'LinkedIn like'. If you use such a function, we can obtain your personal data through the social media concerned, including your IP number, browser details and registration details of LinkedIn.

Application procedure

Okido BV collects and processes data of applicants through personal contacts, by mail, email and/or phone calls. We collect, among other things: the applicant's name, gender, contact details, motivation letters, information on education level and employment history. This data is relevant for the application procedure and will be removed 4 weeks after the procedure the latest. If you give permission, Okido BV can store your personal data in its administration for a longer period, so you may be contacted again in the future.

Employees

Okido BV also processes personal data of employees, in the context of the employment contract and on legal bases. For information on the processing of personal data of employees, we refer to human resources.

3. Recipients

We do not share your personal data with companies, organisations and individuals other than Okido BV except in one of the following circumstances.

Implementation of the agreement

Provision of your personal data to third parties is permissible when this is necessary to meet our contractual obligations to you. Part of this is the processing of - if applicable – delivery of your order.

With your permission

With your permission we can pass on your personal data to third parties. This permission applies only if it is clear what you are giving permission for and what its consequences are.

For external processing

We provide personal data to our partners so they can process data for us, based on our instructions and in conformity with our privacy policy and other appropriate confidentiality and security measures. Our partners are understood to be our IT suppliers and manager of the CRM system, among others.

For legal reasons

We share personal data if we think that publication of the data is necessary to comply with the applicable laws and regulations, legal procedures or requests by government bodies.

Legal obligation

If a legal obligation requires this from us, we will provide your personal data. It may be possible, for instance, that the police requests data from us in the context of a fraud investigation. Another example is that the tax inspector can demand all data required for levying taxes on the grounds of article 47 of the General Tax Act. Okido BV makes arrangements with the recipients of your personal data to make sure that the personal data is treated confidentially and is protected.

Retention period

We do not store your personal data longer than necessary, unless a legal obligation rests upon us to keep your personal data for a longer period. Our basic principle is that we only retain personal data insofar as this is necessary for providing our services to you. After that, we will remove our personal data. If, for instance, you have provided your email address so we can keep you informed of our services, we will retain your data to this end.

4. Transfer of personal data outside the EU

Okido BV can pass on your personal data from the Netherlands to a foreign country. Countries within the European Economic Space (EES) have a similar level of protection of personal data as the Netherlands. With observance of the general requirements from privacy laws and regulations we can pass on your personal data. We can do this within our concern, for instance, for the sake of good business.

Outside the EES we will only pass on your personal data if a proper level of protection is in place. Okido BV uses model contracts approved by the European Commission for this. We will pass on your personal data mainly to branches within our concern, for internal business purposes.

5. Your rights

You have a number of legal rights against us: inspection, correction or addition, deletion of data, limitation of processing, transfer of digital data and the right of objection. In the following we will explain these rights. We will also explain how you can exercise these rights against us.

Right of inspection

Upon your request we will inform you in writing if we process your personal data. With your request, you must identify yourself with a copy of your driver's license or identity document. In our response we will explain what personal data of you we have processed or are processing. We will also explain for what purposes the data has been or is processed, with whom the data is shared, how long we expect it to remain stored and what other rights you can invoke.

Correction or addition

If you have been granted inspection of your personal data, you can request us to correct errors or incompletenesses. We will motivate our response. If we do make corrections, you will receive an additional statement from us. Any recipients of you incorrect or incomplete data will also receive this statement.

Deletion of data

You can request us to delete your personal data in our systems in one or more of the following cases:

- the personal data is not necessary anymore for the purposes for which it was processed;
- you withdraw your permission for (further) processing and there is no longer any other basis for processing;
- you make a motivated objection and there are no compelling reasons not to comply with your objection;

- the personal data was processed by us unlawfully;
- we must delete your personal data on the basis of a legal obligation.

Limitation of processing

If you have reported an error or incompleteness in your personal data to us, you can request us to limit processing for as long as we have your request under consideration. You can also request us for limitation of the processing of your data if you think that we are processing your data unlawfully or no longer need it, or if you have objections against (further) processing of them. After receipt of your limitation request we will only process the data after obtaining permission or for serious reasons (such as a legal procedure).

Transfer of digital data

If you have provided personal data to us in a structured, normal digital file format, and we have processed your data with your permission or in the implementation of an agreement, you have the right to ask us for a copy of this data. In these cases you can also ask us to send your data directly to another service provider.

Objection

You can object at all times against processing of personal data that concern you. This applies especially for profiles we have created on the basis of your personal data. We will stop processing after receipt of your objection, unless we can give compelling justified reasons that outweigh your personal interests, rights and liberties.

If we are processing your personal data for immediate marketing purposes, you can object to that at all times and we will stop processing immediately.

Exercising of rights

If you want to exercise one or more of the rights listed, you can contact us via the email address jetty@okidobv.com/nl. Upon your request, Okido BV will decide within 4 weeks, unless we inform you within that term that we need a little more time.

Is your personal data processed on the basis of your permission? Then you have the right to withdraw your permission. Any withdrawal of your permission leaves previous processing on that basis unaffected.

6. Complaints

Do you have a complaint about the use of your personal data? Then we refer you to the complaint procedure at the Personal Data Authority. This institute is authorised to take note of your complaint.

7. Any questions?

Do you have any questions? You can send an email with your question to jetty@okidobv.com/nl. This privacy statement is in accordance with the General Data Protection Regulation. We reserve the right to update this privacy statement periodically. The latest version is published on this page.

1. Introduction

Okido BV takes care of optimal functionalities of her website. To make sure the website functions properly, Okido BV uses techniques that involve processing personal data, such as cookies. A cookie is a small text file that is stored on the device (electronic device) of the visitor upon a first visit to a website. Cookies are intended to collect information on someone, the website or statistics. Some cookies also have the purpose to improve user experience of the website.

2. Types of cookies

We make a distinction between functional and non-functional cookies. Functional cookies are always placed, as these are necessary to have a website functioning properly and do not process any other personal data than are required for the purpose for which these personal data are provided. Non-functional cookies process data outside your field of vision. For this reason, we always ask your permission before placing the cookies.

Non-functional cookies include analytic cookies. These cookies are not required to have the website function properly. Analytic cookies inform us on what parts of the website can be improved and measure, for instance, the popularity of certain pages. Non-functional cookies have all kinds of different purposes, but above all enable us to improve our service. For instance, they enable us to measure how often our website is used and what information visitors are looking for.

We use the following non-functional cookies:

- Analytic cookies
- Tracking cookies
- Advertising cookies

Analytic cookies

With analytic cookies we collect statistics on the use of the website by the users. By measuring website use, we can improve the website for the benefit of its users.

Data stored include:

- The IP address, which is anonymized; and
- Technical characteristics, including the browser you use.

Tracking cookies

These are cookies that are placed to identify an internet user on the website. By placing tracking cookies we can monitor what internet pages you visit. From the information on these website visits we can derive what your preferences and interests are. On the basis of this we can make you personal offers.

Advertising cookies

We use advertising cookies to show personalised advertisements and measure the effectivity of an advertising campaign. Advertising cookies are necessary to be able to actually show advertisements.

3. Blocking and removing cookies

If you do not want our website to store cookies on your computer, you can indicate this in the cookie notification that is shown upon your first visit to our website. Have you already accepted our cookies? Then this notification will no longer be shown and you must remove the cookies yourself (if desired).

You can also opt for blocking the placement of cookies through your browser. If you block all cookies, our website will function less well. We recommend you disable all undesired cookies selectively. You can do this in your browser settings.

Even when processing your personal data with cookies, you can exercise all your rights as listed in article 5 of our privacy statement.

4. Changing cookie policy

Okido BV reserves the right to periodically adjust this cookie policy. The most recent version is published on this page. Do you have any questions? Send an e-mail with your question to: jetty@okidobv.com/nl.

Google Analytics

Through our website cookies are placed of the American company Google, as part of the 'Analytics' service. We use this service to monitor the website visits and get reports on how visitors use our website. This information, including the address of your computer (IP address), is transferred to and stored by Google on servers in the United States. Read the privacy policy of Google for more information, as well as the specific privacy policy of Google Analytics. Google uses this information to monitor how our website is used, and to be able to provide us with reports and their advertisers with information on the effectivity of their campaigns. Google can provide this information to third parties if Google is legally obliged to do so, or insofar as these third parties process the information on behalf of Google. We cannot influence this. We do not permit Google to use the analytics information obtained for other Google services.