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## Privacy Statement.

De Utrechtsche Dom, located at Geuzenstraat 6, 2801XV, Gouda, is responsible for the processing of personal data as shown in this privacy statement.

### **Contact information De Utrechtsche Dom**

Geuzenstraat 6, 2801XV, Gouda, the Netherlands

Tel: +31 182 528833

Internet: [www.hotelgouda.nl](http://www.hotelgouda.nl)

### **Personal data that we process**

The Utrechtsche Dom processes your personal data by using our services and/or by providing it to us yourself.

### **Overview of the personal data that we process**

- First and last name
- Address data
- Phone number
- E-mail address

### **Special and/or sensitive personal data that we process**

The Utrechtsche Dom does not intend to collect data about website visitors who are younger than 16 years old. Unless they have permission from parents or guardians. However, we can not check if a visitor is older than 16. We encourage parents to be involved in the online activities of their children, in order to prevent data about children being collected without parental consent. If you are convinced that we have collected personal information about a minor without this permission, please contact us by [info@hotelgouda.nl](mailto:info@hotelgouda.nl). Then we delete this information.

### **For what purpose and on what basis we process personal data**

De Utrechtsche Dom processes your personal data for the following purposes:

- Handling your reservation and payment
- To call or e-mail you in order to be able to carry out our services
- To inform you about changes to our services and products
- The Utrechtsche Dom also processes personal data if we are legally obliged to do so, such as information that we need for tax filing.

### **Automated decision-making**

The Utrechtsche Dom does not take decisions on the basis of automated processing

on matters that may affect people. This is about decisions taken by computer programs or systems, without involving a person (for example an employee of De Utrechtsche Dom).

De Utrechtsche Dom uses the following computer programs or systems:

**Microsoft Office**, for carrying out administrative operations;

**SnelStart**, for conducting the financial administration;

**Piccotello**, for processing online reservations in the booking schedule.

**Firefox**, with search engine **DuckDuckGo**, for bringing in relevant information from the internet.

### **How long we store personal data**

The Utrechtsche Dom does not store your personal data longer than is strictly necessary to realize the purposes for which your data is collected. We use the following retention periods for the following personal data:

First and last name > Retention period: 7 years> Reason: legal obligation

Address > Retention period: 7 years> Reason: legal obligation

Telephone number > Retention period: 7 years> Reason: legal obligation

E-mail address > Retention period: 7 years> Reason: legal obligation

### **Sharing personal data with third parties**

The Utrechtsche Dom only provides to third parties and only if this is necessary for the execution of our agreement with you or to comply with a legal obligation.

### **Website: cookies, or similar techniques, that we use**

A visit to the website of the Utrechtsche Dom, [www.hotelgouda.nl](http://www.hotelgouda.nl), goes through a secure connection. Pages on the site are encrypted before they are sent over the internet. De Utrechtsche Dom does not use cookies or similar techniques.

### **View, modify or delete data**

You have the right to view, correct or delete your personal data. In addition, you have the right to withdraw your consent to the data processing or to object to the processing of your personal data by De Utrechtsche Dom and you have the right to data portability. This means that you can submit a request to us to send your personal information we have in our computer file or another organization mentioned by you.

You can send a request for access, correction, deletion, data transfer of your personal data or request for cancellation of your consent or objection to the processing of your personal data to [info@hotelgouda.nl](mailto:info@hotelgouda.nl).

To ensure that the request for access has been made by you, we ask you to send a copy of your ID with the request. Make your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and citizen service number (BSN) black in this copy. This to protect your privacy. We respond as quickly as possible, but within four weeks, at your request.

The Utrechtsche Dom will point out the possibility of submitting a complaint to the

national supervisory authority: the Dutch Data Protection Authority. This can be done via the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>.

### **How we protect personal data**

The Utrechtsche Dom takes the protection of your data seriously and has appropriate measures taken to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. They are included in the internal privacy protocol of De Utrechtsche Dom.

All employees of De Utrechtsche Dom are aware of this Privacy Statement. They adhere to the company protocol to protect your personal data as well as possible.

The person ultimately responsible for the protection of your data is Gerard van Domselaar, owner of De Utrechtsche Dom. If you have the impression that your data is not properly secured or there are indications of abuse, please contact us at [info@hotelgouda.nl](mailto:info@hotelgouda.nl).

Gouda, April 22, 2018.