



Privacy statement IntoTheOffice

Version.1.0

Your privacy is important to us. This statement explains what personal data IntoTheOffice collects and how we use that data. Our privacy policy has been drawn up in accordance with the applicable laws and regulations, laid down in the GDPR (also known in the Netherlands as General Data Protection Regulation). The data of users is used exclusively for the IntoTheOffice services to our clients and is not made available to third parties.

What kind of data does IntoTheOffice collect?

In order to operate effectively and provide the best experience with our products, IntoTheOffice collects data. Think of company name, address details, first and last name, e-mail address; booking details such as day and time, organizer and attendees, subject, text (optional) and other information provided by you.

What do we use your data for?

We use your personal data for the following purposes: (1) providing access to the IntoTheOffice website and app, (2) using the IntoTheOffice functionality such as reserving rooms, finding available rooms and searching for colleagues or co-users .

How do we protect your data?

We take appropriate security measures to limit misuse of, and unauthorized access to, your personal data. For example, we ensure that only the necessary persons have access to your data, that access to the data is protected and that our security measures are regularly checked. Moreover, everyone in the EU has the right to be forgotten. This means that you can submit a request for deletion of your data, if it is no longer necessary for business operations.

Where do we store data?

We store the personal data processed through our IntoTheOffice platform in a well-secured and certified data center in the Netherlands.

How can you check data?

As a user of IntoTheOffice you can view all your data directly via your own personal page on the website. You can also correct or delete most personal data yourself. If you would like support or have questions about the storage of your personal data, please contact us at support@intotheoffice.nl.

Cookies

We use cookies when offering services. A cookie is a small text file that is placed on the hard drive of your computer when you visit the website. A cookie contains data so that you can be recognized as a visitor every time you visit the website. It is then possible to set up the website specifically for you and / or to facilitate logging in.

You can always disable cookies in your browser without this having far-reaching consequences for the use of the website. However, the result may be that certain parts are less or no longer accessible to you.

We use cookies for web analysis services (such as Google Analytics) on our public website (www.IntoTheOffice.nl). Through these cookies we gain insight into the visit to our websites through information about visitor numbers, popular pages and topics. In this way we can better tailor communication and information provision to the needs of website visitors.

For more information, see also: <https://autoriteitpersoonsgegevens.nl>.