

PRIVACY STATEMENT - INVITADO VISITOR MANAGEMENT BV

1. General

In this privacy statement HVMP Marketing BV, acting under the name Invitado, provides information regarding the processing of personal data by Invitado. HVMP Marketing BV, is located on Vlasmarkt 1a, 3011 PW Rotterdam and registered in the trade register under number 24.39.81.97. Invitado can be reached via telephone 088-9987444 and by e-mail info@invitado.nl.

HVMP is responsible for the processing of personal data which are obtained or generated via website Invitado.nl, apps, e-mail or sms.

This privacy statement is valid for visitors of the Invitado website, clients of Invitado and all other persons (excluding employees of Invitado) whose personal data are processed by Invitado.

2. Personal data

The personal data processed by Invitado are (a) personal data that you provided directly or indirectly via the website Invitado.nl, e-mail, apps, sms or other means, (b) personal data generated through received electronic messages sent by us or use of the website Invitado.nl or comparable applications.

Examples of personal data that are being generated are: IP-address, surfing behaviour and other data about the use of this website.

3. Use of personal data

Invitado uses personal data for several purposes: registration of users requesting an offer or those contacting us through the contact form. Users who supply us with their e-mail address for this purpose will be added to the Invitado mailing list. After receiving the first mailing it will be easy to unsubscribe.

4. Use of third parties

The Invitado website is hosted by Exonet BV. We use Mailchimp, a registered trademark of The Rocket Science Group, for mailings. More information can be found in the [privacy policy](#) of MailChimp. Invitado Visitor Management BV has a processor agreement with both parties.

To monitor the corporate traffic on our website, we use the Leadinfo service from Rotterdam. This service shows us company names and addresses based on the IP addresses of our visitors. The IP address is not recorded for this.

5. Information exchange outside the European Economic Area

With the exception of MailChimp, your personal data (name and e-mail address) will not be processed outside the European Economic Area.

6. Cookies

This Invitado website uses so called functional and analytical 'cookies'. Cookies are small (text) files that are being stored on your computer, tablet or smartphone while visiting a website.

Functional cookies are being used to simplify the use of the website for the user. Analytical cookies are used to generate statistical data and information about the functioning of the

website. Invitado uses Google Analytics by Google Inc. Invitado has installed Google Analytics cookies to 'privacy friendly' which is compliant to the recommendation of the ACM, the Dutch Authority Personal Data. This means that data collected with Google Analytics is anonymized as much as possible and that Google will never process your full IP-address but will mask the last 8 digits. Google does not use the collected data for its own purposes as Invitado did not consent Google to use those. Invitado will not use any other Google service in combination with Google Analytics cookies. Collected data will be saved by Google on servers in the United States. Invitado has a processor agreement with Google Inc. For more information you can read the [privacy policy](#) of [Google Analytics](#). If you don't want to accept Google Analytics cookies please click [here](#). You can turn off cookies by refusing all or specific cookies in the settings of your browser. Bare in mind that by refusing specific cookies, you will not be able to use certain functions of the website and user friendliness will be limited.

7. Changing / removal of personal data / complaints

- 7.1 Every person has the right to inspect, improve, supplement, remove and shield his or her personal data. When the person concerned wants to exercise these rights, or when this person has questions about this privacy statement they can reach HVMP by telephone via 088-9987444 and e-mail info@invitado.nl.
- 7.2 Receivers of newsletters can unregister by sending an e-mail to info@invitado.nl.
- 7.3 If you have a complaint about the processing of your personal data by Invitado, you can contact HVMP by sending an e-mail to info@invitado.nl or by calling 088-9987444. In case that does not lead to a satisfactory outcome you can contact the [Dutch Authority Personal Data](#).

8. Retention period

- 8.1 Personal data is saved by Invitado no longer than necessary for the above mentioned purposes or as long as necessary to comply to legislation.

9. Security

Invitado took appropriate technical and organizational measures to protect personal data from users against loss or infringing processing.

- 9.1 Security level
Invitado is ISO 27001 certified. This certificate for information security ensures that optimizing data security is key in everything we do.
- 9.2 Measures by processor to ensure only authorized personnel has access to Personal Data:
Authorisations: each member of personnel has his own account and each account has its own permissions. Without proper permissions there is no access to Personal Data.
Logging: all actions by an account within our portal are being logged.
- 9.3 Measures to protect Personal Data against loss or changes and unauthorized or unjust processing, access or publication:
Secure systems for storage: all Personal Data is *at rest* encrypted and saved.
Secure connections: all connections that are used to send Personal Data are send encrypted by means of a SSL certificate.
Applied software is kept up-to-date.
- 9.4 Measures for tracking weak spots and incident management:
Servers used are continuously monitored. Developed software is and will be actively submitted to safety tests. Logging mechanisms with alarm function will make sure that unusual activities are detected instantly.

10. Changes in the Privacy Statement

- 10.1 Invitado is entitled to change this Privacy Statement. Every change will be published on this page. Invitado advises people involved to check this page regularly for any adjustments. The current Privacy Statement is updated on January 31st 2020.