



## **Privacy statement Rise**

Rise, based in Haarlem, is responsible for processing personal data, as reflected in this privacy statement.

### **Details of Rise**

Rise Maatschap  
P.O. Box 5366, 2000 GJ Haarlem  
Visiting address: Harmenjansweg 15, Haarlem

W: <https://www.rise.nl>  
E: [info@rise.nl](mailto:info@rise.nl)  
T: +31 23 888 01 77  
CHAMBER OF COMMERCE no. 57139938

### **Personal data**

Rise processes your personal data if you use our services and/or because you provide these data to us yourself. Below is an overview of personal data we process:

- First and last name
- Company name
- Business address
- Business telephone number
- Business e-mail address
- VAT number
- Any other possible category of non-special personal data

### **Special and/or sensitive personal data**

Our website and/or service does not intend to collect data of website visitors who are under the age of 16, unless they have permission from parents or guardians. However, we are unable to check whether a visitor is older than 16. We therefore advise parents to be involved in their children's online activities to avoid collecting data of children without parental consent. If you are convinced that we have collected personal data about a minor without such consent, please contact us at [info@rise.nl](mailto:info@rise.nl) and we will delete this information immediately.

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

Rise processes your personal data for the following purposes:

- To be able to call or email you when necessary to perform our services
- To handle your payment.
- To send you hard copy correspondence

These data are collected on the basis of mutual agreement. The processing is necessary for the performance of an agreement to which the involved person is a party, or to take measures or obtain information at the request of the involved person or to obtain information prior to the conclusion of an agreement. You are not obliged to provide your personal data, but refusing to do so may have the effect of preventing us from serving you properly. One of the categories of recipients of personal data are, for example, (inter)national trademark agencies for the registration of a trademarks or designs. This requires the provision of certain (business) personal data for obtaining a correct registration of your intellectual property rights.

### **Automated decision-making**

Rise does not make decisions about matters that could (significantly) affect individuals on the basis of automated processing. These are decisions made by computer programs or systems, without the involvement of a human being (e.g. an employee of Rise).

### **Personal data storage**

Rise uses the following computer programs or systems:

- Rise 's mailbox - this is a secure mailbox in which email correspondence is stored.
- Equinox - a secure IP management database for client management and administration.
- Visionplanner / Exact (de Coop&Haegen) - a secure system for financial administration.
- Your data is protected by a strong password on both WiFi connection, the computer programs/systems, and Rise 's mailbox.

### **How long we retain personal data**

We use the following retention periods for the following personal data:

- Invoices sent are retained for at least seven years, in compliance with tax retention requirements.
- Personal data actively provided by you, for example through emails, correspondence, telephone calls, or during an introductory conversation, will be retained for as long as Rise is still in business and these data are necessary for the execution of the agreement.

### **Sharing personal data with third parties / Outside the EU / international**

Rise will never disclose or transfer personal data (such as address, phone number, email, etc.) to third parties unless otherwise agreed upon and expressly necessary for the execution of the agreement, for example, in the case of registration in an international (public) register.

Rise may transfer personal data to a country outside the European Union if this is necessary. For example, if the data needs to be processed in an international (public) register. This processing is carried out by Rise on the basis of the performance of the agreement and, if applicable, on the basis of an adequacy decision. This decision determines that the level of protection in a specific country is equivalent to that in the European Union, and therefore, personal data may in principle be transferred to that country.

### **Cookies or similar technologies**

Rise uses a Google Analytics plug-in to provide insights into site statistics and usage but does not use any other cookies or similar technologies.

### **External links**

Rise has included links to third-party websites on the website [www.rise.nl](http://www.rise.nl). If you navigate to another website via these external links, please be aware that Rise 's privacy policy no longer applies. It is possible that these third parties may collect information about you. Rise is not responsible for the content of these websites or the actions of these third parties. We recommend reviewing the privacy policy of these websites before providing any (personal) data.

### **Accessing, amending, or deleting data**

You have the right to access, correct, or delete your personal data. Additionally, you have the right to withdraw your consent for data processing or object to the processing of your personal data by Rise, and you have the right to data portability. This means that you can request us to send the personal data we have about you in a computer file to you or another organization you specify. Rise also wants to inform you that you have the option to file a complaint with the national supervisory authority, de "Autoriteit Persoonsgegevens".

### **How we secure personal data**

Rise takes the protection of your data very serious and implements appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure, and unauthorized alteration. Your data is protected by a strong password on both WiFi connection, the computer

programs/systems, and Rise 's mailbox. Personal data is only accessible to authorized employees of Rise, and these employees are committed to ensuring the confidentiality of this information. If you believe that your data is not adequately secured or if there are indications of misuse, please contact us at [info@rise.nl](mailto:info@rise.nl).

If you have any further questions or need clarifications, please do not hesitate to contact us.