



PRIVACY STATEMENT

Amsterdam House of Arts & Crafts (Ahoac) rents out flexible workspace, coaching rooms and training and meeting facilities. Ahoac rents out its spaces to coaches, advisers, mediators, healers and (small) companies – our tenants are professionals. We do not rent out our rooms to private individuals.

Ahoac must document personal data of its tenants in order to provide its services. We do this in a safe and secure way. It is important to us that our tenants feel confident in the services we provide.

Amsterdam House of Arts & Crafts operates within the legal parameters and takes organisational and security precautions to protect the personal data obtained from its tenants. We also feel strongly about the way our tenants use and process our personal data.

Amsterdam House of Arts and Crafts follows the rules of the General Data Protection Regulation (hereinafter: AVG) drawn up by the European Union for the processing of all personal data, whereby the Dutch Data Protection Authority supervises compliance with the law. Ahoac records data as part of its services in the field of flexible workspace rental. Ahoac does not collect personal data from third parties. The only personal data Ahoac processes, it receives from the data subject himself. The company details, which are provided by a (future) tenant, are checked in the Trade Register of the Chamber of Commerce.

Ahoac uses this information exclusively for the performance of its activities and services and for the provision of information to its relations. Keeping the administration up to date also guarantees the quality of the service. Amsterdam House of Arts & Crafts services and activities:

1. Register tenants via www.onlineafspraken.nl,
2. Making an app available, with which available spaces can be booked,
3. Registering company data in Ahoac systems / administration,
4. Calculating and recording income and expenditure and making payments,
5. Drawing up user agreements,
6. Customer service,
7. Identification of (the company of) the customer,
8. Make transactions and send bank statements,
9. Managing and maintaining the coach rooms, training and meeting rooms.

Personal data

Personal data is all data that can be traced back to a person.

General personal data:

Name(s);
Surname;
Address;
Town;
Date of birth;
Correspondence Address;
Phone number;
e-mail address;
Bank account number and other data related to payments.

These personal data are only processed by us where necessary for the performance of our services.

ID

Ahoac verifies the data of registered users in the Trade Register. A copy of the ID will not be made or kept.

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Legal Disputes.

Handling files with a legal dispute. In the context of these activities, if necessary, cooperation is carried out with third parties if this fits within the objective of Amsterdam House of Arts and Crafts.

Principles, for which Ahoac uses data.

Ahoac processes data based on the following three principles:

1. Consent

- Information/news Ahoac requires the consent of the person concerned to send information about new activities and events. This permission is requested when registering. Your name and e-mail address are stored in the booking system of www.onlineafspraken.nl, so that you are kept informed of developments Ahoac and are invited to new activities and events.
- Contact form and application form on the website (this is done via plug-ins on the website): Information collected via a contact form or an application form on the website is sent to info@amsterdamhouseofartsandcrafts.nl via an SSL secured e-mail connection. This information is stored on the website. The data subject is deemed to consent by sending the question.

2. Execution of a (rental) agreement

Some data is necessary for Ahoac to properly execute agreements, such as a lease. When a space is rented out, Ahoac may request specific information from the tenant, such as name and address details, company details and account number. The data obtained may be used to the extent necessary for the performance of the exclusive (rental) agreement.

3. Legal duty

In the event that the law prescribes that data must be processed for a specific purpose, Ahoac has no choice but to comply with this. On the basis of laws and regulations, for example in the context of taxes, all kinds of data must be processed.

The Citizen Service Number (BSN)

Ahoac does not process a Citizen Service Number (BSN) of tenants, because it only rents to the companies or institutions to which the tenants are affiliated.

Registration of problematic tenants

Ahoac registers criminal data for internal use of situations in which Ahoac is or threatens to become a victim. For example, if Ahoac has to do with violation of the house rules and / or criminal offenses of which (those involved in) Ahoac are victims, Ahoac may process the data of this person insofar as this is necessary for self-protection. This may, for example, concern theft or annoying and / or nuisance behavior. In this case, criminal data of tenants is almost always processed.

Research and statistics

The GDPR has made an explicit exception for the use of personal data for scientific research and statistics. Ahoac is permitted to make data from tenants available to a research agency for the purpose of its own investigation. Only data that is necessary for carrying out the research may be provided to the research bureau. Reporting is only quantitative and not at identifiable individual level.