

# Villa Augustus privacy statement

## Who are we?

We are Villa Augustus B.V. (hereafter "Villa Augustus"), located at Oranjelaan 7, 3311 DH Dordrecht.

If you have any questions, comments or complaints regarding how Villa Augustus processes your personal data, please contact the Spring Holding B.V. administration at [administratie@springholding.nl](mailto:administratie@springholding.nl).

## Why do we process your personal data?

If you **visit** or **stay** at Villa Augustus, we process your personal data so that we can provide the services we have undertaken to perform for you and invoice you for them. If you stay in the **hotel**, we must by law record your personal data in the 'night register'. If you book a table at the **restaurant**, we use your name and contact details only to make the booking. If you book a **function room**, we use your name and address to make the booking and draw up the invoice. We never use our customers' personal data for anything else than these basic purposes.

If you have signed up for our **newsletter** or, for example, to be kept informed of our **cultural programme**, we will send you the relevant newsletter two or three times a year by email. You have given us permission to do this. If you no longer want to receive these newsletters, you can withdraw that permission at any time.

If you **supply** goods and/or services to Villa Augustus, we use the personal data of your contact person to implement our agreement. That is limited to name, telephone number and business email address.

If you have **contacted** us for any other reason than to make a booking, we use the contact data you have provided us with to deal with your request.

We use analytic cookies to analyse visits to our **website**. We do that to improve the site and to coordinate our products and services to your preferences. We use your IP address anonymously, so that it cannot be traced back to you personally.

If you **work** for Villa Augustus or have **applied for a job**, please see our privacy statement for employees, available on our employees' portal, and our job application protocol.

Villa Augustus never makes use of automated decision-making or profiling.

## Do we pass on your personal data?

Villa Augustus makes use of a personal data processing service. They only process personal data on the instructions of Villa Augustus and on the basis of a data processing agreement. Agreements have also been made with the sub-processors to guarantee safety of data.

In addition, if you have given us permission to do so, we share your personal data with third parties. This is necessary to perform the agreed services, under the law, or because we have a justified interest in doing so. The parties we may share personal data with are the tax and customs administration, municipal authorities, the police, external auditors and external legal advisers.

We usually obtain your personal data from you yourself but, if you have booked a room or a table through an external partner,

for example [booking.com](http://booking.com) or [expedia.com](http://expedia.com), we receive your details from them. If you wish to know how they process your personal data, we refer you to their privacy agreements.

Your personal data are always processed under the responsibility of Villa Augustus within the Netherlands or, at least, within the European Economic Area (EEA).

## How long do we keep personal data?

We keep personal data no longer than is necessary for the purposes for which we have obtained them, unless they have to be kept for a statutory period.

- We have to keep our administrative data for seven years
- We keep the night register for seven months
- We keep data on bookings for one month
- We keep data required to send newsletters until you unsubscribe to the newsletter

## What are your rights?

Of course, you have certain rights regarding how we process your personal data. Under the General Data Protection Regulation (AVG), you have the right:

- a. to see the dossier;
- b. to withdraw at all times permission you have granted us to process your personal data;
- c. to request that we delete your personal data, if:
  - i. the data are no longer required for the purposes for which they were provided;
  - ii. the data are processed illegitimately;
  - iii. Villa Augustus has a statutory obligation to do so;
  - iv. you have submitted a successful objection to the data being processed;
- d. to request that incorrect data are rectified or to provide additional details where data are incomplete;
- e. to restrict the processing of your personal data under specific circumstances;
- f. to object to the processing of your personal data because of your specific situation;
- g. to submit a complaint to the Data Protection Authority at any time.

Whether you can successfully invoke your rights depends on a number of factors. We will process your request within one month. If necessary, depending on the complexity of the request or the number of complaints received, we can extend this period to two months.

If you would like to submit a complaint on the basis of one of these rights or if you have questions or comments on how we process your personal data, please contact the Spring Holding B.V. administration at [administratie@springholding.nl](mailto:administratie@springholding.nl).