

LCIS Privacy Notice

Our contact details

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LCIS Holding B.V. ("LCIS") treats your personal data with great care. Personal data is information that can be traced to an individual, such as names, postal addresses and email addresses. Any personal data that you provide will be used only for the purpose for which you submitted it. LCIS receives or collects only the data it needs to provide its and services. This privacy notice explains what data LCIS gathers, why it collects this data and what it does with it. The statement applies to all services offered by LCIS.

What data does LCIS BV process?

LCIS needs personal data in order to properly provide you with the services you need. Personal data can include your address, telephone number, email address and fiscal number.

Why does LCIS process your personal data?

To provide services.

Without your personal data, LCIS cannot provide these services properly and on time.

To comply with legislation.

In some cases, LCIS is legally obliged to pass on your personal data to third parties. For example, if your data is required as part of a criminal investigation or if the competent authorities require it in connection with tax and social insurance payments.

To get in contact with you.

Your data is collected when you contact LCIS using digital forms on the LCIS website. However, these forms ask only for the data needed in order to respond to your

question or to provide the service you need. The exact data collected depends on the type of query or service. We also use your data to ensure that the information you receive about our services is relevant to you.

To help with analysis.

Your data is also collected so we can monitor our services and improve them. It is also used to help draft reports and policy. However, in such cases, your data will be aggregated, so that it cannot be traced back to you.

On what basis does LCIS process my data?

LCIS processes your data in order to provide the services. Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information is:

(b) Processing is necessary for the performance of a contract

How does LCIS obtain your data?

LCIS only receives data that you provide to us yourself.

Who is your data shared with?

LCIS does not share personal data with companies, organizations and individuals outside LCIS, except in the following cases:

With third parties to execute a contract.

If necessary, LCIS will share your information with third parties in connection with a service. This includes for example: travel agencies organizing trips, parties responsible for paying the salaries, and parties that provide services such as parking space and reception duties at our office. LCIS will also share your personal data to a third country outside the EER, if the transfer is necessary for the performance of a contract to provide services to you. In such cases, LCIS will only share personal data required for the provision of the service in question.

For legal reasons.

LCIS will share personal data with external organizations if it believes that access, use, retention or publication of the data is reasonably necessary in the following circumstances:

- to comply with applicable legislation, legal procedures or executable requests made by government bodies. These include the Tax and Customs Administration, the Pension Fund, subdistrict courts and the health and safety service (Arbodienst);

- to detect, prevent or otherwise combat fraud and technical or security-related problems;
- to protect the rights, property and security of LCIS, its customers and the public, as the law requires or permits.

How does LCIS protect your data?

LCIS has taken appropriate technical and organizational measures to prevent the loss or unauthorized processing of personal data. Personal data that you provide via forms is encrypted during transmission and sent via a secure connection.

How long will your data be held?

LCIS adheres to the data retention periods laid down by law. LCIS will not keep personal data any longer than necessary in order to carry out the task for which the data was provided.

What rights do you have?

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organization, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@lcisholding.com if you wish to make a request.

Right to submit a complaint.

You have the right to submit a complaint to the Data Protection Authority if you believe that LCIS has not handled your data appropriately. You can submit a complaint to:

[Een tip of klacht indienen bij de AP | Autoriteit Persoonsgegevens](#)