



THE NETHERLANDS BRITISH
CHAMBER OF COMMERCE
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NBCC Privacy Policy

At the **Netherlands British Chamber of Commerce** (NBCC), we are committed to protecting and respecting your privacy. This Privacy Policy governs the processing of your personal data by the NBCC whenever you:

- Become a member of the NBCC
- Become a client of the NBCC
- Sign up for one of the NBCC events
- Sign up for the NBCC mailing list
- Contact the NBCC via e-mail
- Interact with the NBCC at events / fairs / etc.

The term “Personal Data” or “Data” as used in this privacy policy, means information that identifies you personally, either alone or in combination with other information available to the NBCC and has the same meaning as set out in the Regulation (EU) 2016/679 of the European Parliament and the Council of 27 April 2016 on the protection of natural persons with record to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation – GDPR).

1. Who are we and who is responsible for the processing of personal data

The Netherlands British Chamber of Commerce is a bilateral non-profit membership organisation dedicated to promoting and supporting Anglo-Dutch trade and investment and to serving its members’ needs. With offices in London and The Hague, the NBCC provides the first point of entry for doing business in the Netherlands and in the United Kingdom.

We, the Netherlands British Chamber of Commerce, having its registered seat at 8 Northumberland Avenue, London WC2N 5BY, United Kingdom, are responsible for the processing of your personal data. If you have the impression that your data is not secure or that there are indications of abuse, please contact us at info@nbcc.co.uk.

2. What sort of personal data do we process

The types of personal data we process about you largely depend on what you provide to us when you:

- Become a member of the NBCC
- Become a client of the NBCC
- Sign up for one of the NBCC events
- Sign up for the NBCC mailing list

The Netherlands British Chamber of Commerce is a Company Limited by Guarantee and Registered in England under No. 82384. Registered address: 8 Northumberland Avenue, London WC2N 5BY. Every effort will be made to verify information supplied by the NBCC but no responsibility can be accepted for inaccuracies



- Contact the NBCC via e-mail, phone or otherwise
- Fill in a form on our website
- Interact with the NBCC at events / fairs / etc.

Personal data processed by the NBCC may relate to your company/organisation or personally to you and it **may** include:

a. Should it relate to your organisation/company:

- Organisation/company name
- Main contact person(s) name and function
- Organisation/company postal/visiting address
- Organisation/company phone number/e-mail/website
- Organisation/company foundation year
- Information about organisation/company's parent/subsidiary companies
- Information about organisation/company's company structure, main activities and the number of employees
- Organisation/company registration number

b. Should it relate to you personally:

- First name and surname
- Contact details including e.g. e-mail address, phone number, address, etc.
- Gender
- Position within the company you work for
- Other information provided to us by yourself for a specific purpose e.g. dietary requirements, cover letter, curriculum vitae, date of birth, etc.

3. How do we obtain personal data

There are mainly three ways through which we obtain personal data:

- *Information you give us*

Most data processed by the NBCC stems from the information provided to us by yourself. This may arise, for instance, from you registering for one of our events or becoming a member of our organisation.

- *Information we receive from other sources*



Sometimes we may receive information about you from other sources, for instance when you are designated as a contact person for your company or when you are registered for our projects or events by a third party.

4. How do we process personal data

We **may** use the information held about you in the following ways:

- To administer your membership, partnership or business affiliation
- With your consent, to provide you with information about events and services we offer
- For the provision of requested services and the relevant membership benefits
- To notify you about changes to our services or to our membership
- To carry out in-house research and analysis
- With your consent, to inform you about our activities and some of those of our members and partners.
- To ensure that your organisation is presented in the most effective manner, if so agreed.
- To make you aware of opportunities we consider of interest to you

We will only send you promotional e-mails and newsletters with your explicit prior consent, which you may withdraw at any time. You can use the option to unsubscribe in the e-mails we send you.

When you join as a member or complete and return online forms, we interpret this as your explicit consent to process your personal data in order to be able to answer your request.

5. Sharing personal data with third parties

NBCC will not sell or provide your information to third parties unless that is necessary for the execution of our agreement with you or to comply with a legal obligation. With companies that process your data on our behalf, we conclude a processing agreement to ensure the same level of security and confidentiality of your data. The NBCC remains responsible for these processing operations.

6. Your rights

Under the General Data Protection Regulation, you have the following rights:

- **To be informed** – you have the right to request information about how we use your personal information
- **To access** – you have the right to request access to any personal data processed by us insofar it pertains to you.
- **To rectify**– you have the right to request the correction of any personal data processed by us insofar it pertains to you



- **Of erasure** – also known as “right to be forgotten” – you have the right to request that all personal data pertaining to you will be deleted
- **Of portability** – you have the right to request to obtain all personal data pertaining to you and reuse it for your own purposes

7. Photography

During our events, the NBCC staff or a professional photographer may take photos or record video footage to document the event. These photos and video materials can be published on our website and social media channels, in our newsletter or in our presentation aimed at promoting our activities. If you want your image removed or if you do not want to be photographed or filmed, you can contact us at info@nbcc.co.uk or contact us prior to the event you are attending.

8. Changes to our Privacy Policy

We keep our Privacy Policy under regular review. This version is dated 26 November 2018.