

Privacy Regulations Yes Facility Group

In these Privacy Regulations, Yes Facility Group uses a number of definitions (these definitions

can be used in singular and plural):

Cookie: a small file that is placed in your browser via an internet site and that registers information about your visit to the website of Yes Facility Group ;

Regulations: these privacy regulations;

Privacy legislation: the General Data Protection Regulation.

1. Explanatory notes to the Rules

Yes Facility Group is not allowed to process the data you provide without question. The Privacy Law is intended to protect the privacy of individuals. This legislation limits the permitted use of your personal data by others. Under this law Yes Facility Group has a duty to its clients:

- to inform you of the manner in which and the purpose for which data are processed by Yes Facility Group ;
- report who can see the data;
- to request permission to process certain data.
- Your privacy is important to Yes Facility Group . Therefore, this regulation explains how Yes Facility Group handles your data, the purpose of its use and for which data Yes Facility Group must explicitly ask your permission.

2. The personal data that Yes Facility Group uses and the purpose of the use

Yes Facility Group processes (potentially) your personal data if:

- become or are a user of Yes Facility Group;
- are a business relation of Yes Facility Group;
- Signing up for newsletters;
- visit the website;
- (via the contact form) contact Yes Facility Group .

Yes Facility Group collects (potentially) your first name, last name, address, phone number, email address, employer name, posted reviews, interests (to the extent indicated within the platform), customer ID and order history if you are a user.

Yes Facility Group collects (possibly) your first name, last name, address, phone number and email address if you are a business associate.

Yes Facility Group collects (possibly) your first name, last name, telephone number and e-mail address when you contact us via the contact form.

These data enable Yes Facility Group to:

- to be able to handle the agreement that users and business relations enter into with Yes Facility Group financially and administratively;
- to be able to provide the service;
- To be able to reach users, business relations or interested parties if necessary;

- to further develop/optimize the service;
- To offer you tailored information (direct marketing).

Cookies

Yes Facility Group and third parties place/put cookies in the browser of visitors to the website. This data enables Yes Facility Group to:

- record which Internet sites/internet pages you visit;
- improve the functionality and content of the website;
- To keep track of which topics or applications website visitors are interested in;
- make sure you don't receive the same information over and over again;
- improve the product offering.

Explanation regarding the placement of cookies

When you visit the website, cookies are automatically placed that allow Yes Facility Group to track certain information. For more information, see the cookie policy on the website.

3. Provision of personal data to third parties

Yes Facility Group does not provide personal data to persons or companies outside the Yes Facility Group unless:

- a legal requirement to do so;
- that is necessary for the performance of an agreement that Yes Facility Group
- with you;
- You have given permission for this, for example permission for the placing of cookies (see the cookie policy for this).

4. Obligations/secured access/secrecy/retention period

Yes Facility Group will only process your personal data in accordance with the law. This means (among other things) that the data will only be processed for the purpose for which they were obtained and in a proper/careful manner in accordance with the law and these Regulations.

Your personal data can only be viewed by persons working for Yes Facility Group , unless otherwise provided in these Regulations. All your personal data are protected by Yes Facility Group against unauthorized access. The security consists of:

- Having a personal password for each person working for Yes Facility Group to log into the digital system;
- A duty of confidentiality for the persons working for Yes Facility Group regarding all personal data provided to Yes Facility Group ;

- technical measures by Yes Facility Group in accordance with the law, to secure the system it uses against external intrusion.

Your personal data will not be kept longer than necessary for proper administration and/or other established purposes. Yes Facility Group will retain your personal data for as long as necessary for the proper conduct of business, with due observance of a reasonable period of time. The law may prescribe a different storage period. If so, Yes Facility Group will comply with the prescribed legal retention period.

5. Your rights as data subject

- The right to information. You have the right to know if and what personal data of yours are processed and for what purpose.
- Right of inspection. You have the right to inspect and receive copies of these data insofar as this does not violate the privacy of others.
- The right to correction and deletion. You have the right to correct, amend or delete data. The right to (partial) deletion of your data can only be exercised if the retention of the data is not of significant importance to another party and if the data does not need to be retained by law;
- The right to object. In certain cases you have the right to oppose the processing of your data.
- The right to data portability. You have the right to receive and transfer personal data held by you to another organisation.

- The right to a human eye in automated decisions. In an automated decision, you have the right to have the decision made by human intervention.

Should you wish to exercise these rights, please send an e-mail request to privacy@theofficeservice.com. If your request is denied, it will be substantiated. One reason could be that your file contains information that is or could be of interest to others. You will receive notification of your request from Yes Facility Group within one month of receipt.

If you have a complaint about the processing of your personal data you can contact Yes Facility Group and we will try to solve the problem together.

Do you have a (different) remark/question/suggestion or do you want to object to the newsletter by Yes Facility Group? Also for this you can contact Yes Facility Group .

Naturally, Yes Facility Group will also handle the personal data provided in this context with confidentiality and care.

Current contact details can be found on Yes Facility Group website.

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