



## Privacy Policy

### **PRINCIPLE STATEMENT**

Built By Nature (BbN) is committed to maintaining the accuracy, confidentiality and security of personal data that it collects for legitimate business purposes. BbN processes personal data carefully and with integrity and protects it from unauthorised and unintended processing.

### **WHY DO WE NEED THIS POLICY?**

BbN needs to process personal data from employees and job applicants to perform various work-related activities, e.g. relating to recruitment, employment agreement performance, performance management, contract management, relationship management, payments, communication, emergency management, etc.

In the context of our work, we also process personal data of other data subjects, such as persons working with grantee organisations, beneficiaries of grantees, consultants and other business contacts. In scope of these processing activities, BbN is a controller and, for services that are shared with another controller, we can be considered joint controller. This policy sets out how we, as (joint) controller, will process personal data in accordance with applicable data protection law.

### **KEY PRINCIPLES**

- BbN will collect and process personal data in a lawful and fair way and only to the extent necessary to advance legitimate business purposes, including applicable legal obligations.
- We are transparent about the purposes of the use of the personal data we process. Each data subject may, at all times, request what personal data is processed by BbN and why. Data subjects also have the right of access, rectification, erasure, restriction of processing, data portability, and have the right to object to decisions based solely on automated processing.
- Sensitive data (such as race, ethnicity, religion, sexual preference, political affiliations, trade union memberships, financial situation, medical history etc.) are processed only when there is a clear and legitimate business purpose and as permitted under applicable laws;
- BbN keeps personal data accurate, complete and up-to-date. Personal data will only be stored for as long as this is necessary for their legitimate business purposes, in accordance with the Personal Data Protection Policy.
- BbN implements appropriate technical and organisational measures to protect and secure personal data, for example by limiting access rights to authorised persons only.
- BbN may share personal data of data subjects with third parties or contractors that deliver services to them. In doing so, we are committed to ensuring that those third parties and contractors process and secure the personal data in accordance with all our privacy policies and any applicable data protection law.
- If required, BbN may process personal data of EU citizens outside the EU while ensuring that such personal data remains protected in accordance with EU data protection law.



- Possible personal data breaches need to be reported to [contact@builtbn.org](mailto:contact@builtbn.org) immediately. Where required, such data breach will be reported to the relevant data protection authorities in the timelines stipulated by applicable data protection law, in accordance with the data breach reporting procedure of BbN.

### **DUTCH DATA PROTECTION AUTHORITY**

In accordance to the applicable Dutch law, anyone has the right to submit a complaint to the Dutch Data Protection Authority about BbN processes personal data.

### **HOW IT WORKS**

BbN operates a privacy program to ensure and demonstrate compliance with this privacy policy and applicable data protection law and to allocate its responsibilities.

Where required, BbN has concluded joint controller agreements or data processor agreements with other parties.

Our employee privacy statement explains in more detail what personal data are collected from employees. Our partner privacy statement describes what personal data are processed in relation to grantees and other business contacts. And our website includes a privacy statement for website users, explaining what personal data of website users are processed.

BbN operates [contact@builtbn.org](mailto:contact@builtbn.org), to be used for data subjects to exercise their rights, for questions on privacy, or to report data breaches.

DETAILS	
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