

Privacy Statement – Nubo Service Automation

From Nubo Service Automation, we serve a variety of cloud and hosting providers, large businesses, and government institutions. We may process your personal data when providing our services. We value your privacy and wish to be transparent about the personal data we process about you. In this Privacy Statement, we inform you about which personal data we process, how we collect it, for which purposes we may use it, and with whom it may be shared.

Controllers

Nubo Service Automation trade name of Cloudscanner B.V. (Nubo Service Automation, we, our, us) are the data controllers in respect of the processing of your personal data. Cloudscanner has its registered office at Kabelweg 48, 1014 BB Amsterdam, the Netherlands. If you have any questions about this Privacy Statement or how to rely on your rights as a data subject, you can call us on +31 (0)20 486 9773 or email us at info@nuboserviceautomation.nl.

When does this Privacy Statement apply?

This Privacy Statement applies to you if you are one of our customers or suppliers, when you visit our website (www.nuboserviceautomation.eu, hereinafter 'the Website'), when you contact us, or if you have indicated that you wish to stay informed of our services. This Privacy Statement also applies to you if you apply for a job at our company.

Which personal data do we process?

We may process the following personal data about you:

Personal data that you provide to us when you order or purchase services from us:

First name and surname, position, name and address of the organisation you work for, corporate email address, telephone number (landline or mobile), bank details of the organisation you work for, details of the services purchased/to be purchased, contracts regarding services purchased/to be purchased, and other information you provide to us.

Personal data that you provide to us when you contact us:

First name and surname, email address, name of the organisation you work for, details about your question, request or complaint, and other information you provide to us when you contact us.

Personal data that we obtain when you visit the Website:

IP address, information about your visit to the Website, such as when you first visited the Website, previous visit and current visit, the website you came from, your searches, and the content you visited on our Website. More information about the personal data we process about you when you visit the Website can be found in our [Cookie Statement](#).

Personal data that we may process about you when you apply for a job at our company:

First name and surname, telephone number, email address, all information included in your CV (plus any diplomas and/or certificates obtained), cover letter, address and town, a Certificate of Conduct, information about your professional background and work experience, information obtained from public sources, such as your LinkedIn profile, and other information you provide to us during the selection procedure.

Personal data that we may process about you if you are a supplier:

First name and surname, position, name of the organisation you work for, address of the organisation you work for, corporate email address, telephone number (landline or mobile), bank details of the organisation you work for, details of the services purchased/to be purchased, contracts regarding services purchased/to be purchased, and other information you provide to us.

For which purposes do we process your personal data?

We use your personal data for several purposes. These purposes are listed below:

1. to promote and offer our products and services;
2. to draw up offers;
3. to perform agreements that we have with customers or suppliers;
4. to tailor the provision of our services to the preferences of our customers and potential customers and to conduct targeted marketing campaigns;
5. to handle questions, requests and complaints and to maintain contact;
6. to establish whether candidates applying in response to one of our job openings are suitable and to carry out the selection procedure;
7. to ensure the continuity of our services;
8. to comply with our statutory obligations and to avoid and settle claims.

What is the basis for processing the personal data?

We only process personal data if and when there is a legal basis for doing so. The legal basis depends on the reason or reasons

for which we collect your personal data and for which purposes we need it. The following bases may apply:

1. Performance of an agreement. We process your data to perform an agreement that we enter into or have entered into with you, when you have instructed us to provide services or when we purchase products or services from you.
2. Consent. We ask your permission for certain data processing operations, for example if we want to send you our newsletter or other commercial emails.
3. Statutory obligation. We may process your data if and to the extent that this is necessary to comply with any of our statutory obligations.
4. Legitimate interest. In some cases, we process personal data because we have a legitimate interest in doing so and because we do not disproportionately invade your privacy when doing so. This is the case, for example, if you are a customer and we want to make you an offer based on services you purchased previously.

With whom can we share your personal data?

We may use selected service providers who process personal data on our behalf (processors), such as a cloud provider. We make appropriate arrangements with these processors about the security of your personal data and these arrangements are laid down in a data processing agreement.

We may also transfer your personal data to organisations that, as controllers, may further process your personal data. These may be competent authorities or any actual or potential legal successors.

Is your personal data processed outside the EEA?

Your personal data is, in principle, processed in the Netherlands. In principle, we will not provide your personal data to organisations or institutions established outside the European Economic Area (EEA).

Is your personal data secure?

We have taken various appropriate technical and organisational security measures to protect the personal data that we process about you from loss or unlawful use. For example, we secure our systems and applications according to current information security standards, we apply an internal authorisation process to ensure that only authorised staff have access to your personal data, and we back up our database on a daily basis.

How long do we retain your personal data?

We do not retain your personal data for longer than is necessary for the purposes mentioned in this Privacy Statement. If you are a customer, we retain your personal data during our relationship and for a maximum period of two years after our relationship has ended, unless we are required to retain the data for a longer period of time, for example to comply with our obligation to retain it for tax purposes. In that case, we will retain the data for a period of at least seven years.

In principle, we will retain data that we obtain within the context of a selection procedure for a period of four weeks from the end of the selection procedure, unless you have given us permission to retain it for a longer period of time. In that case, we will retain your personal data for a maximum period of one year from the end of the selection procedure.

Your rights as a data subject

Every data subject can, by law, exercise certain rights in respect of his or her personal data. For example, you can request a copy of all personal data that we keep about you. If this data is not correct, you can ask us to rectify it. You can also ask us to erase your personal data, and you have the right to have it removed. Furthermore, you can object to the use of your personal data or ask us to restrict this use. In certain cases, you can also ask us to transfer your personal data to a new service provider. When you exercise your rights, you can send your request to the contact address included in this Privacy Statement. Please state clearly to which personal data the request pertains. We may ask you for additional information to verify your identity.

Complaints

If you have any complaints about how we handle your personal data, you can contact us using the contact details included in this Privacy Statement. We will be happy to help you find a solution. Should this be unsuccessful, you may consider turning to the Dutch Data Protection Authority.

Changes

We may change this Privacy Statement from time to time. We advise you to consult it regularly.
Last update: 14-06-2018