

## **About Our Privacy Policy**

BMP greatly values your privacy. We therefore only process data that we need for (improving) our services and handle with care the information we have collected about you and your use of our services. We never make your data available to third parties for commercial purposes.

This privacy policy applies to the use of the website and the services made available through it by BMP. The effective date of these terms is 07/08/2025; the validity of all previous versions ends when a new version is published.

This privacy policy describes what data about you is collected by us, how this data is used, and with whom and under what conditions this data may be shared with third parties. We also explain how we store your data, how we protect it against misuse, and what rights you have in relation to the personal data you have provided to us.

If you have questions about our privacy policy, you can contact our privacy officer; you will find the contact details at the end of this privacy policy.

## **About Data Processing**

Below you can read how we process your data, where we store it (or have it stored), what security techniques we use, and who has access to the data.

### **Third-party involvement**

Personal data that you provide to us for the purpose of our services is shared with the following parties:

- **Allegro**  
Allegro has access to your data to provide us with (technical) support. They will never use your data for any other purpose. Based on the agreement we have with them, Allegro is required to take appropriate security measures. Allegro uses cookies to collect technical information about your use of the software; no personal data is collected and/or stored.
- **Email services: Zoho Mail and Gmail**  
We use the services of Zoho Mail and Gmail for our regular business email traffic. These parties have taken appropriate technical and organizational measures to prevent misuse, loss, and corruption of your and our data. Gmail has no access to our mailbox, and we treat all our email traffic confidentially.
- **Shipping and logistics: GLS and DHL**  
If you place an order with us, it is our job to have your package delivered to you. We use the services of DHL and GLS to carry out deliveries. It is necessary that we share your name, address, and city details with DHL and GLS. They use this data only for the execution of the agreement. If DHL or GLS engages subcontractors, DHL will also make your data available to those parties.
- **Sales platforms: allegro.pl**  
We sell (part of) our articles via allegro.pl. If you place an order via these platforms, allegro.pl will share your order and personal data with us. We use this data to process your order. We treat your data confidentially and have taken appropriate technical and organizational measures to protect your data against loss and unauthorized use.

## **Purpose of Data Use**

We use your data solely for the purpose of our services. This means that the purpose of processing is always directly related to the task you have assigned to us. We do not use your data for (targeted) marketing. If you share data with us and we want to contact you later for reasons other than at your request, we will explicitly ask your permission.

Your data is not shared with third parties other than to comply with accounting and other administrative obligations. These third parties are all bound to confidentiality by agreement with us, an oath, or a legal obligation.

## **Automatically Collected Data**

Data that is collected automatically is processed with the aim of further improving our services. This data (for example, your IP address, web browser, and operating system) is not personal data.

In some cases, BMP may be legally required to share your data in connection with a tax or criminal investigation by the authorities. In such a case, we are compelled to share your data, but we will resist this to the extent permitted by law.

## **Retention Periods**

We retain your data for as long as you are our client. This means we keep your customer profile until you indicate that you no longer wish to use our services. If you inform us of this, we will also treat it as a request to be forgotten.

Due to applicable administrative obligations, we must retain invoices containing your (personal) data for as long as the relevant term applies. However, employees will no longer have access to your client profile and any documents created in response to your assignment.

## **Your Rights**

Under applicable Dutch and European legislation, you, as the data subject, have certain rights regarding personal data processed by or on behalf of us. Below we explain what these rights are and how you can exercise them.

As a rule, to prevent misuse, we will only send copies and transcripts of your data to your already known email address. If you wish to receive the data at a different email address or by post, we will ask you to identify yourself. We keep records of completed requests; in the case of a request to be forgotten, we keep anonymized data. All copies and transcripts of data are sent to you in a machine-readable format used in our systems.

You always have the right to lodge a complaint with the Dutch Data Protection Authority if you suspect that we are using your personal data incorrectly.

## **Right of Access**

You always have the right to access the data we process (or have processed) relating to your person or that can be traced back to you. You can make such a request to our privacy officer. You will receive a response to your request within 30 days. If your request is granted, we will send you a copy of all the data, along with an overview of the processors who have this data, specifying the category under which we have stored this data.

## **Right to Rectification**

You always have the right to have the data we process (or have processed) relating to your person corrected. You can make such a request to our privacy officer. You will receive a response to your request within 30 days. If your request is granted, we will send you confirmation at your known email address that the data has been amended.

## **Right to Restrict Processing**

You always have the right to restrict the processing of the data relating to you. You can make such a request to our privacy officer. You will receive a response to your request within 30 days. If your request is granted, we will confirm at your known email address that the data will no longer be processed until you lift the restriction.

## **Right to Data Portability**

You always have the right to have the data we process (or have processed) relating to your person transferred to another party. You can make such a request to our privacy officer. You will receive a response within 30 days. If your request is granted, we will send you copies or transcripts of all the data about you that we have processed or that has been processed by other processors or third parties on our behalf. In such a case, we will likely no longer be able to continue providing our services, as the secure linking of data files can then no longer be guaranteed.

## **Right to Object and Other Rights**

You have the right to object to the processing of your personal data by or on behalf of BMP. If you object, we will immediately stop processing your data while your objection is being handled. If your objection is justified, we will make copies and/or transcripts of the data available to you and then permanently stop processing it.

You also have the right not to be subject to automated individual decision-making or profiling. We do not process your data in such a way that this right applies. If you believe otherwise, please contact our privacy officer.

## **Third-party Cookies**

If software solutions from third parties use cookies, this will be stated in this privacy policy.

## **Changes to the Privacy Policy**

We reserve the right to amend our privacy policy at any time. However, you will always find the most recent version on this page. If the new privacy policy affects how we process data already collected about you, we will notify you by email.

### **Contact Details**

Address: Rondeelstraat 22

Postal Code: 3813ZV

City: Amersfoort

Country: Netherlands

Phone Number: +31638263251

Email: [info@bikolo.nl](mailto:info@bikolo.nl)