

Privacy Statement

Drawn up on 22 July 2021

At Aforceof.one, we understand how important privacy and your personal data are to you. We are stewards of the personal data you provide to us and will treat and protect your data as if it were our own.

1. Contact Details

Email address: privacy@aforceof.one

Website: <https://aforceof.one/>

2. Information we collect

Log data

When you visit our website, our servers may automatically log the standard data provided by your web browser. It may include your computer's Internet Protocol (IP) address, your browser type and version, the pages you visit, the time and date of your visit, the time spent on each page, and other details of your visit. We may also collect data about the device you're using to access our website. This data may include the device type, operating system, unique device identifiers, device settings, and geo-location data. What we collect can depend on the individual settings of your device and software. We recommend checking the policies of your device manufacturer or software provider to learn what information they make available to us.

Personal Information

When you create a profile with us, we are asking you to provide additional personal information, such as your:

- Name and surname;
- Address details;
- Date of birth;
- E-mail, phone number and social media profiles;
- Work, project and education history;
- Skills, personal attributes and core value;
- Your availability and freelancing offers;
- Payment information.

3. For what purpose and on what basis do we process personal data?

We will process your personal information lawfully, fairly and in a transparent manner. We collect and process your personal information only where we have a legal basis to do so, with your full consent.

Aforceof.one processes your personal data for the following purposes:

- to build your profile and show that to the outside world;
- to send you our newsletter;
- to process your payment;
- to be able to call or email you if necessary in order to perform our service;
- to analyse your behaviour on our website in order to improve the website and to optimize our products and services to your preferences; and
- Aforceof.one also processes personal data if there is a legal obligation to do so, such as data we need for our tax declaration.

It is not the intention of our website and/or service to gather data on website visitors under 16 unless they have the permission of their parent or guardian. We are, however, unable to check if a visitor is aged over 16. We therefore advise that parents are involved in the online activities of their children in order to prevent that information about children is collected without parental consent. If you believe that we have gathered personal data of a minor without that consent, please contact us via privacy@aforceof.one and we will delete this information.

4. Sharing personal data with third parties

We may disclose personal information to:

- third party service providers for the sole purpose of providing our services to you, including (without limitation) IT service providers, data storage, hosting and server providers, ad networks, analytics, error loggers and payment systems operators;
- our employees, contractors and/or related entities; and
- courts, tribunals, regulatory authorities and law enforcement officers, as required by law, in connection with any actual or prospective legal proceedings, or in order to establish, exercise or defend our legal rights.

We enter into a data processor agreement with companies that process your data to perform our task in order to guarantee the same level of security and confidentiality of your personal data. Aforceof.one remains responsible for these processing operations.

Aforceof.one does not make decisions on issues that could have a (significant) impact on people based on automated processing. This concerns decisions made by computer programmes or computer systems, without any human intervention (by, for example, a member of staff of Aforceof.one).

5. International transfers of personal information

The personal information we collect is stored and processed in the European Union, or where we or our third-party providers maintain facilities. By providing us with your personal information, you consent to the disclosure to these overseas third parties.

We will ensure that any transfer of personal information from countries in the European Economic Area (EEA) to countries outside the EEA will be protected by appropriate safeguards, for example by using standard data protection clauses approved by the European Commission, or the use of binding corporate rules or other legally accepted means.

6. How long do we keep your personal data?

Aforceof.one does not keep your personal data any longer than strictly necessary to realise the goals for which your data is being collected. The length of time certain data is kept is dependent on the nature of the data and the purposes for which it is being processed. The retention period can therefore differ depending on the purpose. We observe the following retention periods for the following (categories) of personal data:

- Personal data provided for maintaining and updating your profile on Aforceof.one: for the length of time that you are a customer and maintain your profile. Once you delete your account, all your profile data will be deleted within 30 days.
- Contractual or payment information: for the length of time that you are a customer and 7 years after. We do this for our mutual communication and the legal retention period of the Dutch Tax Authorities.
- You can always unsubscribe from the newsletter by clicking on the link at the bottom of the newsletter. If you unsubscribe your details for that newsletter will be anonymised within 1 month.
- Personal data collected for our website analysis will be deleted after 14 months.

At the end of the retention period your personal data is deleted or anonymised. Anonymising means that your personal data is stripped of any identifying characteristics. That what remains is statistical data that can no longer be linked to your person. This statistical data is important to us because it gives us an insight into how our products and services are being used.

Cookies, or similar techniques, that we use

Aforceof.one uses functional and analytical cookies. A cookie is a small text file which is stored in the browser on your computer, tablet or smartphone during your first visit to our website. We use these cookies collect information about you and your activity across our site. We already informed you about these cookies when you visited our website for the first time and we asked for your consent to place these. You can unsubscribe from cookies by adjusting your internet browser for it no longer to store cookies. In addition, you can also delete any information stored previously via your browser settings.

Review, modify or delete data

You are entitled to review, modify or delete your personal data. In addition, you are entitled to withdraw your consent for any data processing or to object to any processing of your personal data by Aforceof.one and you are entitled to data portability. This means that you can submit a request to us to send the personal data that we have from you in a computer file to you or another organisation named by you.

You can send a request for inspection, modification, removal or transmitting of your personal data or a request for withdrawal of your consent or objection to the processing of your personal data to privacy@forceof.one.

In order to ensure that the request for inspection was made by you, we are asking you to include a copy of your identity document with your request. In this copy blacken your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of your passport), passport number and Citizen Service Number (CSN). This is to protect your privacy. We will respond to your request as soon as possible, within four weeks.

Aforceof.one would like to point out as well that you can lodge a complaint to the Dutch national data protection supervisor, the Personal Data Authority ('Autoriteit Persoonsgegevens'). This is possible via the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>.

How we protect personal data

Aforceof.one takes the protection of your personal data seriously and will take the appropriate measures with a view to preventing misuse, loss, unauthorised access, unwanted disclosure and unauthorised changes. If you believe that your data are not well protected or if there is any evidence of misuse, please contact us via privacy@forceof.one.