

Privacy

Engels

Buurtteam
Amsterdam



Your privacy matters to us

This is how we handle your data

we help you with questions about care : money : housing : health : work : social contact : safety

We handle your data with care

In order to provide you with effective help, the buurtteam needs access to your personal data. This may include your name, address, date of birth, telephone number and email address. We will handle your data with care, because your privacy matters to us. This leaflet includes brief details of how we deal with your data.

- ✓ We will only ask for **data** that is **genuinely needed**.
- ✓ Your data will be **stored securely** in a system or locked room. Only our staff members will have access.
- ✓ We **restrict the number of staff** who have access to your data.
- ✓ We **only** share your data with another organization if **we are obliged to do so** or if **you have given permission to do so**.
- ✓ We retain data for as long as necessary and **destroy it when no longer necessary**.

Your rights

You have a number of rights when the buurtteam makes use of your personal data, including:



Right to information

You have a right to know what we are doing with your personal data and why.



Right to view your data

You have a right to view your file. This can be done digitally with a member of the buurtteam staff or by issuing you with a copy.



Right to object

You are entitled to object to the processing of your personal data.

You can read about your **other rights** in our Privacy Statement. Or ask your buurtteam staff member for more details.

Privacy Statement

Our Privacy Statement explains how we deal with your data and what we use your data for. According to the law, various rules apply that the buurtteams must follow. The Privacy Statement also describes how you can make use of your privacy rights. You can also find out how to make a complaint if you are dissatisfied.

Take a look at buurtteamamsterdam.nl/privacy for more information.



**Buurtteam
Amsterdam,**
always near
when you
need us

More information

You will find the buurtteams across Amsterdam. If you have a question or would just like to meet us, you are always welcome. You can call us, send an email or drop by at one of our locations. You can find the address and telephone number of your local buurtteam on the website. To contact your local buurtteam, call one of the numbers below:

Centrum	020 557 33 38	West	020 618 49 52
Noord	020 435 45 55	Zuidoost	020 314 16 18
Zuid	020 235 91 20	Oost	020 462 03 00
Nieuw-West	020 667 51 00		