

# Privacy Policy – Stichting Burohelp

*Last updated: [14/07/2025]*

## 1. Introduction

Stichting Burohelp, located at Dek 32, 1319 BB Almere, The Netherlands (KvK: 40597779 / RSIN: 950822868), operates the platform [www.burohelp.com](http://www.burohelp.com). This privacy policy describes how we collect, use, store, and protect personal and organisational data in accordance with the General Data Protection Regulation (GDPR).

This policy applies to all nonprofit organisations and companies that use the Burohelp platform, including those logging operational hours, making donations, or participating in CSR partnerships.

## 2. What We Collect

We may collect and process the following data:

### From Nonprofits:

- organisation name, registration number, and ANBI status
- Contact information of appointed representatives
- Logged operational and programmatic hours
- Project descriptions and impact summaries
- Verification documents for compliance and funding allocation

### From Companies:

- Company name and CSR registration details
- Contact details of authorized personnel
- CSR budget allocations and donation history
- CSR Credit usage and impact reports requested

### Technical Data:

- IP addresses
- Browser and device information
- Platform usage data (e.g., logins, time stamps, transactions)

### 3. Purpose of Data Use

We use collected data for the following purposes:

- To verify eligibility of nonprofit organisations (including ANBI status)
- To validate logged operational hours and allocate funding transparently
- To enable CSR reporting for companies
- To maintain secure platform access and user authentication
- To comply with legal obligations including ANBI regulations and Dutch law
- To publish anonymized impact metrics in quarterly and annual reports

Burohelp never sells data, and data is only shared with third parties when necessary for fulfilling our mission (e.g., auditing, hosting, legal compliance).

### 4. Legal Basis

We process data based on:

- **Contractual necessity:** enabling platform use and services
- **Legal obligations:** such as complying with ANBI, CSRD, and nonprofit standards
- **Legitimate interest:** in strengthening the nonprofit sector and supporting impact measurement
- **Consent:** where explicitly given, such as receiving newsletters or participating in interviews

### 5. Data Retention

- Logged hours and donation-related data are retained for up to **7 years**, in line with Dutch financial and ANBI regulations.
- Personal data of representatives is retained only as long as necessary for operational or legal purposes, or until a change in organisational contact is requested.
- Inactive or closed accounts may be anonymized and archived for statistical analysis.

### 6. Data Sharing

We only share data with:

- Verified processors such as secure hosting providers and legal/accounting services
- Donors, in the form of **aggregated or anonymized impact reports**
- Supervisory bodies where legally required (e.g. Dutch Tax Authority, ANBI compliance audits)

We **do not** sell, rent, or share your data with third parties for commercial use.

## 7. Data Security

We take data security seriously. The platform is secured through:

- Encrypted connections (SSL)
- Role-based access control for users
- Regular security updates and vulnerability assessments
- Secure storage of documents and donation information

## 8. Your Rights

organisations and their representatives have the right to:

- Access and correct their data
- Request deletion or deactivation of their profile
- Object to or restrict data processing under certain conditions
- File a complaint with the **Autoriteit Persoonsgegevens** (Dutch Data Protection Authority)

Requests can be sent to **info@burohelp.com** and will be addressed within 30 days.

## 9. Cookies

We use functional and analytical cookies to improve user experience and track platform performance. Users can manage cookie preferences via browser settings.


## 10. Changes to this Policy

This privacy policy may be updated from time to time. Changes will be announced via the website. Continued use of Burohelp implies acceptance of the current version.

## Contact

### Stichting Burohelp

Dek 32, 1319 BB Almere, The Netherlands

 [info@burohelp.com](mailto:info@burohelp.com)

 [www.burohelp.com](http://www.burohelp.com)