

# Privacy Policy

## Office.EU Website Privacy Policy

### Introduction

At Office.EU, as an inherently European service, we are committed to protecting your privacy and ensuring the security of your personal data under the best what EU Data protection laws offers. This Privacy Policy explains how we collect, use, and protect the information you share with us through our website, in full compliance with the General Data Protection Regulation (GDPR) and all applicable EU data protection laws.

### 1. What Data Do We Collect?

When you interact with our website, the only personal data we collect is the information you provide voluntarily for the purpose of joining our mailing list. This typically includes your name and email address.

### 2. How We Use Your Data

The information you share with us will be used exclusively for the following purposes:

- Adding you to our mailing list
- Sending you updates about the functionality of the Office EU website as features become available
- Notifying you when the website goes live

We will not use your data for any other purpose, nor will we share, sell, or transfer your data to third parties for marketing or any other unrelated purposes. For the avoidance of doubt, that means we will not be profiling you with the data you entrust to us, or allow others to do so.

### 3. Legal Basis for Processing

Our processing of your personal data is based on your explicit consent, which you provide by submitting your information to join our mailing list. You may withdraw your consent at any time by contacting us using the details provided below.

### 4. Your Rights Under GDPR

As an EU resident, you have the following rights regarding your personal data:

- Access – You have the right to request a copy of your personal data that we hold.
- Rectification – You have the right to request correction of any inaccurate or incomplete data.
- Erasure – You have the right to request the deletion of your personal data.
- Restriction – You have the right to request restriction of processing of your personal data.
- Objection – You have the right to object to the processing of your data for our mailing list at any time.
- Portability – You have the right to request transfer of your data to another service provider.

To exercise any of these rights, please contact us at [personaldatacontact@office-eu.com]. We are happy to help: it is and remains your personal data that you have entrusted to us.

## 5. Data Security

We implement appropriate technical and organisational measures to protect your personal data from unauthorised access, disclosure, alteration, or destruction.

## 6. Data Retention

We will retain your personal data only for as long as necessary to keep you informed about our website and its launch. You may unsubscribe from our mailing list at any time, and your data will be deleted promptly upon your request.

## 7. Changes to This Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our practices or legal obligations and as new functionality becomes available in our service that will make it likely that when you become a user, you will be providing more data to us and asking us to do more with it for your benefit. Any updates will be posted on this page with a revised effective date.

## 8. Contact Information

If you have any questions or concerns about this Privacy Policy or your personal data, please contact us at:

Email: [personaldatacontact@office-eu.com]

Address: Office.EU is a service offered and operated by EUfforic Europe BV, registered with the Dutch chamber of commerce under registration number 98746243 and having its address at Dr. Kuiperstraat 10-A at (2514 BB) The Hague, the Netherlands.

By sharing your data with us, you acknowledge and agree to the terms outlined in this Privacy Policy.

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