

# PRIVACY POLICY - UNIFY IT

**Last changed:** January 2, 2026

At Unify IT, we specialize in Cloud Governance. We believe that privacy and security are the foundations of trust. This Privacy Policy explains how we handle your personal data, which systems we use, and what your rights are.

## 1. WHO IS RESPONSIBLE?

Unify IT is the data controller for the processing of data via this website and our services.

- **Address:** Obrechtrode 84, 2717 DE Zoetermeer, The Netherlands
- **Chamber of Commerce (KvK):** 61155314
- **Email:** [privacy@unify-it.com](mailto:privacy@unify-it.com)

## 2. WHAT DATA DO WE COLLECT?

Depending on your interaction with us, we process the following data:

- **Communication:** Name, email address, phone number, and company name when you fill out a form or book a meeting.
- **Business Relationship:** Invoicing details, job titles, and correspondence necessary for our consultancy services.
- **Technical Data:** IP address (anonymized), browser type, and interactions with our website (via Matomo, cookieless).
- **Audit & Scan Data:** When we perform a "Deep Dive Scan" or audit on your behalf, we process metadata present in your Azure Tenant. This is done strictly under a Data Processing Agreement (DPA) and is limited to what is required for the security assessment.

## 3. PURPOSES OF PROCESSING

We use your data for the following legitimate purposes:

1. **Service Delivery:** To conduct audits, deliver reports, and provide consultancy advice.
2. **Communication:** To schedule appointments (via Microsoft Bookings) and reply to inquiries.

3. **Administration:** To send quotes and invoices and comply with tax obligations.
4. **Marketing:** Only if you have explicitly opted-in, to send you, our newsletter.

## 4. THIRD PARTIES & PARTNERS (OUR SYSTEMS)

We take data sovereignty seriously. We do not sell your data. To provide our services, we use trusted third-party service providers ("Processors"). We have concluded Data Processing Agreements with these parties to ensure your data remains secure.

### Overview of systems:

Purpose	Service Provider / System	Location of data
CRM & E-mail	Microsoft Dynamics 365 & Microsoft 365	Europe (EU data boundary)
Hosting & Backend	Google Cloud Platform	Belgium /Netherlands
Appointments	Microsoft Bookings & Microsoft Teams	Europe (EU data boundary)
Analytics	Matomo	Netherlands
Accounting	Jortt	Netherlands

### Freelancers en Partners:

To ensure continuity of our services (for example, during absence) or to provide specific expertise, Unify IT may engage trusted freelance partners or sub-contractors.

These partners will only receive the personal data necessary to perform the specific assignment. All partners are screened by Unify IT and are contractually bound by a Non-Disclosure Agreement (NDA) and the same privacy and security standards as stated in this policy.

## 5. DATA RETENTION

We do not store data longer than necessary:

- **Fiscal Data (Invoices/Quotes):** Retained for 7 years (required by Dutch Tax Authority).
- **Contact Inquiries:** Retained for 5 years after the last contact to maintain a history of our relationship.
- **Audit/Scan Reports:** Retained for the duration of the contract + 1 year, unless requested otherwise, to serve as a baseline for future advice.
- **Newsletter:** Until you unsubscribe.

## 6. BEVEILIGING

As a security consultancy firm, we practice what we preach.

- We use **Multi-Factor Authentication (MFA)** on all our internal accounts.
- Data in transit is encrypted via **TLS 1.2+**.
- Our devices are managed and encrypted.

## 7. YOUR RIGHTS

Under the GDPR, you have the right to:

- View, correct, or delete your personal data.
- Object to processing or restrict usage.
- Export your data (Data Portability).

To exercise these rights, please contact [privacy@unify-it.com](mailto:privacy@unify-it.com). You also have the right to file a complaint with the Dutch Data Protection Authority (Autoriteit Persoonsgegevens).

## 8. MATOMO OPT-OUT

We use Matomo for privacy-friendly analytics without tracking cookies. You can use the opt-out feature on our website ([unify-it.com/privacy](https://unify-it.com/privacy)) to be completely excluded from our statistics.