

Privacy Statement

1 August 2019

Dear Visitor,

We strive for a pleasant experience, by placing cookies we want to make your online experience an optimal one.

We attach great importance to the careful and secure handling of your personal data, which is why we follow with the General Data Protection Regulation (GDPR), which means that we;

- **Clearly define our purposes and principles** through this privacy statement before we process your personal data;
- **Store as little personal data as possible** and only the data needed for our purposes;
- **Explicitly request permission** to process your personal data, should consent be required;
- **Take necessary security measures** to protect your personal information. We also impose these obligations on parties who process personal data for us;
- **Respect your rights**, such as the right to access, correct or delete your personal data processed by us.

What do we use your personal data for?

In a number of cases, we ask you to provide your personal data. This includes personal data such as; name and address, e-mail address,

- Contact form on our website.
- Executing an agreement.

Reasons for the Data processing

The collection and processing of your personal data is always based on one of the principles known to the GDPR:

- Necessary for the execution of our services;
- You have given permission to process your personal data;;
- There is a legal obligation to process your data, which we must comply with.

When can we share your personal information with third parties?

We handle your data confidentially. The personal information we collect, may in some cases be provided to third parties. We do this, if we are required to do so on the basis of the law or if necessary for the execution of the agreement.

Parties that process personal data on our behalf are mainly IT suppliers and service providers, delivery services (transporters). We have concluded processing agreements with these parties stipulating that these parties will only process your data in accordance with our instructions. These parties also work in accordance with the AVG guidelines.

Security

We take appropriate security measures to limit misuse and unauthorised access to your personal information. For example, we ensure that only the necessary persons have access to your data, that access to your personal data is protected and that our security measures are regularly checked. Our security measures include the following:

- Logical access control on our laptops and systems, using passwords;
- Encryption of digital files;
- Organisational measures for access security;
- Security of network connections via Transport Layer Security (TLS) technology;
- SSL certificates for secure transmission of your data and communication.

Use of cookies

We use cookies on our website. For more information about cookies and how we deal with them within, please refer to our cookie statement.

Retention periods

We do not retain your data longer than necessary, but we do comply with the legal obligation to retain it. In a number of cases, this means that we keep personal data for at least 7 years.

Questions about your personal data, your rights

If you have provided us with your personal data, you can send us a request to view, change, move or delete these data. You have the following rights:

- To receive an explanation of which personal data we have and what we do with it;
- To have access to the exact personal data we have;
- Correcting errors;
- Remove outdated personal information;
- Withdrawal of permission;
- Restrict a particular processing;
- Objection to a particular use.

You can submit a request to exercise your rights to our Data Protection Officer. How to contact us can be found under the heading "Data Protection Officer". To ensure that we only provide your personal data to you, we may ask you to identify yourself before you can exercise your rights. In principle, we will respond to your request within 30 days. However, this period may be extended for reasons relating to the specific rights of data subjects or the complexity of the request. If we extend this period, we will inform you soon.

Changes to this privacy statement

If there are changes in our organisation or legal regulations, we will change this in our Privacy Statement.