

## **PRIVACY STATEMENT**

With this privacy statement we would like to inform you about how we handle the information you provide us.

We will explain which personal data we collect and process and for what purpose. We will also clarify what rights you have when you share personal information with us. We would encourage you to read this statement carefully.

The content of this statement can be changed unilaterally at a later date. We will always provide you with the latest version. The most recent version is always leading. This privacy statement relates to HITEC Road associated companies within the group.

### **1 Definitions**

In this privacy statement the following definitions apply:

- Personal data: all data related to an identified or identifiable natural person.
- Processing of personal data: every action or every group of actions relating to personal data, including collecting, recording, organizing, storing, modifying, consulting, using, supplying and destroying.

Version date: 2020

### **2 Privacy policy**

We only process personal data when this is strictly necessary. For example, when entering into an agreement with you and fulfilling this agreement. In some circumstances, we may share your personal data with other organizations that help us with our website or with the storage of data. We do this in accordance with applicable laws and regulations. This legislation sets requirements relating to how your personal data are processed. The same applies to the security of the personal data you entrust to us. We are also bound by time limitations that apply to the storage and retention of personal data.

### **3 For what purpose are your personal data used?**

The personal information you provide will be used to maintain our (formal) relationship with you. With the help of the information you provide, we can ensure that our cooperation is as optimal as possible. Of course, we also ask you for personal data in order to conclude our business agreements with you.

We also want to be able to inform you about developments that are relevant to you, for example, by sending our newsletters.

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#### **4 Which personal data do we use?**

In order to maintain contact with you, we need your contact details. You decide which information you would like to share with us and give us permission to process your data.

#### **5 Do we pass on data to third parties?**

As part of our cooperation, we may share personal data with third parties.

We use third parties in the following cases:

- For the provision of information and registration via our website;
- For the safe storage of our company information;
- For digital communication with our business contacts.
- If we provide your data to third parties, we will ensure that this third party also handles it with the utmost care. This starts with a careful selection of these parties by us. The third party must be able to demonstrate that your data is properly protected and not used for other purposes. Of course, our partners must comply with the privacy legislation.

#### **6 Use of cookies**

Like many other websites, we also use cookies to optimize the user experience. To that end, we only use cookies for a technical purpose, not for the purpose of monitoring and recording your behavior.

#### **7 How are personal data secured?**

We take appropriate security measures to protect your data against misuse and unauthorized access. These measures are of a technical and organizational nature. The latter means that all information is accessible only to the persons who actually need this information to carry out the work. All measures taken are periodically evaluated and, if necessary, recalibrated.

#### **8 Store and destroy**

As soon as there is no longer any reason to store data, they will be destroyed. If data are stored, we will secure them properly.

#### **09 What can I do if I have a complaint?**

If you have a complaint about the use of your data or how we inform you about this, please contact our privacy coordinator. If your complaint has not been dealt with satisfactorily, you may submit it to the Dutch Data Protection Authority.