

## **Privacy Statement – Nijssen Junior B.V.**

### **1. Introduction**

We highly value the protection of your personal information. This privacy statement specifies how we handle your personal information, to ensure that this is clear and transparent for you. In order to be able to comply with our legal obligations, we determine the objective and the means for the processing of personal information for the execution of our services. We are Controller pursuant to the law.

### **2. Which personal information do we process?**

When you make use of our service provision, we request the following personal information.

#### *Name and address details*

- When you are making use of our services or if we conclude an agreement with you, then we ask you for your contact information. Contact information is meant to be understood as your name, address, telephone number and email address.
- If the company where you are working makes use of our services, or if we conclude an agreement with the company, then we request your contact information from you as contact. Contact information is meant to be understood as your name, address, telephone number and email address.
- If you want to be kept up to date with our services, we ask you for our contact information. With our emails, newsletters and our website, we keep you up to date with new developments and additional services which may be relevant for you. Contact information is meant to be understood as your name, address, telephone number and email address.
- If you apply for a job with us, we will ask for your resume, relevant certificates and possibly other personal information. We will save this information, after being given your permission for this, for no more than 12 months after you applied for a job with us.

#### *Information about your contact with us*

We process information about the contact you had with us. Whenever you send us an email, ask us a question, provide us with an assignment or file a complaint with us.

We do not process special personal information, such as your race, religion or health.

### **3. How do we acquire personal information?**

The personal information which we process is always provided to us by you. We never collect your personal information through third parties.

### **4. Why do we process personal information?**

We process personal information with the following objectives:

#### *For the execution of our service provision*

We collect personal information in order to execute the assignment which you provided to us. In addition, this enables us to be able to contact you about the assignment. Personal information is also processed for administrative purposes related to the agreement.

#### *Marketing activities*

We like to inform you about our services, new developments and additional services. We inform you by emails, newsletters and our website. If you do not wish to receive this information, then you can unsubscribe from it.

## **5. On what legal basis do we process personal information?**

Processing of personal information is only allowed if we have a legal basis for it. We use the following bases for processing:

### *The processing is necessary for the execution of the agreement*

We only process information necessary for the execution of the agreement. We do not process more information than necessary to do this.

### *The processing takes place on the basis of your permission*

If it is not necessary to process your information, such as for example for the execution of the agreement, we may ask for your permission to still process personal information (name and address details). We disclose the purpose of the processing for which we ask permission in advance. You can always withdraw your permission.

### *The processing takes place on the basis of a legal basis*

We are required to save our financial administration pursuant to the law. This means that we also save the invoices, on which your name and address details may be noted, in our financial administration.

## **6. How do we secure personal information?**

We have taken technical and organizational measures in order to secure personal information against loss or unlawful processing. Passwords are very regularly renewed within the systems we use. Our software is always kept up to date. Furthermore, we ensure that only the employees who need your personal information, have access to it. The physical areas where information is stored is also secured. We ensure that our employees have knowledge pertaining to the securing of personal information.

## **7. How long do we save personal information?**

We do not save your personal information for longer than necessary. In some cases, the law determines how long we are allowed or required to store information. In other cases, we have determined how long we require your information.

Whenever the processing of your personal information is necessary for the execution of the agreement, we will store your information for as long as the agreement continues. After the execution of the agreement, we only save your personal information in our financial administration. In that case, the law determines the retention period. Whenever you have given permission for the processing of your information, for example because you wish to receive our newsletter, your information will be stored until you withdraw your permission.

## **8. With whom do we share personal information?**

We share personal information with third parties if this is allowed and necessary for our business operations pursuant to the law. We share personal information with:

- our employees. This information is only shared with our employees whenever they are directly involved with the agreement as concluded with you or the company where you are working;
- the government as we are obligated to do so by law. This could, for example, include the Dutch Tax and Customs Administration and the Dutch Data Protection Authority;
- companies we make use of to perform services for us which are related to the agreement. This could be insurance companies, accountants, legal specialists or collection agencies.

We may also outsource the processing of personal information to third parties. This third party will then be a processor and we will remain the controller.

We always conclude a processing agreement with a third party who processes your information for us, in which we set out agreement about the processing of your personal information.

## **9. What are your rights?**

Your privacy rights have been expanded with the General Data Protection Regulation. You have the possibility to exercise a number of rights towards us. Here we will explain how you can exercise these rights.

### *The right of inspection*

You have the right to ask what personal information we process from you and to inspect this information. The right of inspection only relates to inspection into your own information. You have no right of inspection to information of others. You can send us a request for inspection by sending a letter to:

*Nijssen Junior B.V.  
Prunus 35  
1424 LD De Kwakel*

For verification purposes, we may ask questions to you or request a copy of your proof of identification in order to identify you. If you provide a copy of your proof of identification, then you need to make your passport photo and social security number invisible and indicate on this copy that this copy is intended to exercise your rights pertaining to personal information. You will receive a reaction from us within four weeks.

### *The right to data portability*

This right only relates to digital information. For the right to data portability, we are required to provide the information to you in a shape which makes it easy for you to reuse your information and transfer it to another organization. You can send us a request by sending a letter to the abovementioned address.

### *The right to oblivion*

This right comprises that we are required to erase your personal information in a number of cases. You can request us to erase your information. You can send us a request by sending a letter to the abovementioned address. You can exercise this right whenever your personal information is no longer necessary for the purposes for which we collected and processed it. You can also exercise their right if you make a substantiated objection against the processing, withdraw your permission, if the processing is unlawful or if retention periods determined by law have lapsed. You cannot exercise this right when we are legally obligated to process certain information. Furthermore, we may at all times decide not to comply with your request and to not erase your information. In that case, we will always inform you about the reasons why we will not comply with your request.

### *The right to rectification and addition*

You can ask us to improve, add to or screen your personal information. You can request for rectification if your personal information:

- is factually incorrect;
- is incomplete or not related to the purpose for which it was collected;
- is used in violation with the law in some other way.

### *The right to limitation of the processing*

You have the right to limit the processing of your personal information whenever:

- information is possibly incorrect;
- the processing is unlawful;

- information is no longer necessary;
- you have made a substantiated objection.

Unless we bring forth mandatory justified reasons for processing which prevail over your interests, rights and freedoms. You can send us a request by sending a letter to the abovementioned address.

#### *The right pertaining to automated decision-making and profiling*

We can take decisions on the basis of automatically processed information. The General Data Protection Regulation gives you the right to human intervention in decision-making which relates to you. Whenever we take a new decision on the basis of automatically processed information and this involves consequences for you, you can invoke this right and we will take a new decision for which a person assesses your information. You can send us a request by sending a letter to the abovementioned address.

#### *The right to object against the information processing*

You have the possibility to object against the processing of your personal information. For special personal reasons, you can make use of the right to object. In addition, the right to objection applies if we make use of your personal information for marketing purposes. However, you are also always able to unsubscribe for newsletters, special offers or the use of your information for other marketing purposes. We will always inform you about how you can unsubscribe.

### **10. Social Media**

We make use of various social media (such as Facebook, Instagram, Twitter and LinkedIn). You can contact us in this way. This privacy statement applies to the information which we receive from you through these platforms. The use of social media is your own responsibility. This privacy statement does not apply to the way social media platforms handle the personal information provided by you. For this, we refer you to the privacy statements of these social media platforms. You will need to take into account that social media platforms may be established outside of the European Union, as a result of which the privacy legislation known to you may not apply.

### **11. Amendment privacy statement**

We are allowed to amend this privacy statement at all times. An amendment may be necessary, for example because of a change in the legislation, or because other new developments occur. We will actively inform you about amendments of the privacy statement, for example by noting this on our website, a newsletter or email.

### **12. Questions or complaints**

Do you have any questions in relation to this privacy statement? Or do you have a complaint pertaining to privacy? Then you can contact us using the following address information:

*Nijssen Junior B.V.  
Prunus 35  
1424 LD De Kwakel*

Furthermore, you can also file a complaint with the Dutch Data Protection Authority. The website of the Dutch Data Protection Authority also explains how a complaint needs to be filed.