

## General Data Protection Regulation

This regulation applies to the fully or partially automated processing of personal data. It also applies to the non-automated processing of personal data included or intended to be included in a file.

This regulation applies within Cazander Bros & Sis and relates to the processing of personal data of the target group as described below.

### What are personal data?

Personal data are details about you or that we can associate with you. You share personal information with us if you are our customer or if you otherwise are in contact with us. For instance you can share your name, your telephone number or your e-mail address. But also the IP address of your computer.

### What does processing mean?

By processing, we mean everything we can do with these data, such as collecting, recording, storing, adapting, organizing, using, disclosing, forwarding or deleting.

### How do we use your personal data?

We like to know who our customers are. We do not do business with companies, but with the person behind the company. For that reason, we need your personal data. We use this information for 'legitimate business interests'.

### With your personal data we can:

- Establish a relationship and agreements with each other
- Execute contracts and assignments
- Improve and innovate and respond to requirements
- Conduct marketing activities

If you do not wish to make use of this, you can unsubscribe by sending an e-mail to [info@cazander.com](mailto:info@cazander.com) or by clicking 'unsubscribe' at the bottom of the marketing mailing. Do not forget to include your company name, your own name and e-mail address.

### Whose personal data do we have?

You share personal data with us when you contact us via e-mail, mobile, post, fill out an online request form, enter into a chat conversation and in person during a visit to you, to us, at a trade fair or otherwise.

### What personal data do we process?

- Gender



- Surname and first name
- E-mail address
- Telephone number
- Function
- IP address
- Information in the visit report
- Photos during the visit
- Capture e-mails and WhatsApp correspondence
- Possible photography in e.g. the plant

### **With whom do we share data and why?**

Data will not be shared with third parties outside the EU.

For the service we offer, it is important that we work with third parties. Personal data may therefore be shared with third parties that we trust and with whom we have concluded a processing agreement as well. We always ensure that third parties only have access to personal data that are necessary for their specific work.

The privacy policy of these two parties can be found here:

- **Google** - <https://policies.google.com/privacy?hl=en&gl=en>
- **Zendesk** - <https://www.zendesk.nl/company/customers-partners/privacy-policy/>

For other processing agreements, please contact us.

### **What rights do you have?**

If your personal data are processed by us, you also have privacy rights, which we respect, of course. If you have any questions about this privacy policy, please send an e-mail to [info@cazander.com](mailto:info@cazander.com). We aim to respond to your e-mail as soon as possible, but this can take up to 20 days (30 days legally allowed). If you have a complaint about how we use your data or about how we respond to your requests and questions regarding privacy, you can submit a complaint to the national Data Protection Authority.

The following rights are at issue:

- **Right of access, rectification and restriction of data processing**

You have the right to know which of your personal data we process. The purpose of this right is that you can check whether your data are correct and complete. If the information is found to be incorrect or its preservation is found to be in breach of the data protection legislation, this will be corrected. You may also ask us to limit the personal data we process



about you. This means that we will process less of your data.

- **Right to be deleted / forgotten**

If you wish to be removed from our system, it is possible to have your data deleted. Automatically after 7 years of no mutual correspondence between the parties, your personal data will be deleted from our system.

- **Right to transferability of data**

You have the right to ask us to transfer your personal data directly to you. This applies to personal data that we have processed automatically with your permission or on the basis of a contract with you. As far as technically possible, we will transfer your personal data.

- **Right to object**

You have the right to ask us to no longer use your data for marketing purposes. Maybe you object to this only regarding the approach through a specific channel. For example, if you want to stay informed through the newsletter, but not by post or by telephone. You can inform us accordingly via [info@cazander.com](mailto:info@cazander.com). It is important that you then provide the following information: company name, your own name and the relevant e-mail address. You will receive a confirmation of deregistration by e-mail from us. We will then ensure that you are no longer contacted through that particular channel.

### **How long do we preserve your personal data?**

We may preserve your personal data for as long as it is necessary for the purpose for which they were originally collected. After this period, we will look for feasible solutions such as filing. Personal data will be deleted 7 years after the last mutual correspondence between the parties.

### **Mandatory notification**

Cazander Bros & Sis are responsible for reporting a security breach and/or data leak (which is understood to mean: a breach of the security of personal data that leads or may lead to adverse consequences for the protection of personal data) to the supervisor and/or parties involved.

In cases not covered by this regulation, the responsible party shall decide, with due observance of the legal provisions and of the purpose and purport of this regulation.

