

## **PRIVACY STATEMENT**

(for the purpose of customer and supplier administration and other business relations)

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### **Collection and use of personal data belonging to customers, suppliers and other contractors**

*We would like to draw your attention to the fact that we will collect and use the personal data you provide to us because this is necessary to conclude with you and perform a possible agreement. This applies to both our (potential) customers and to parties from which we purchase goods and/or services.*

*If you are a (potential) customer of ours, we will use your data to be able to send you an offer, to be able to determine what specifications or wishes certain goods or services must satisfy, in order to be able to deliver goods or carry out the activities for you, in order to be able to invoice you and to be able to communicate with you quickly and efficiently concerning the implementation aspects of the agreement.*

*If you are a (potential) supplier or another contractor, your personal data are also required for concluding and performing the agreement. In case of purchasing, this is necessary in order to be able to inform you what specifications or wishes certain goods or services should satisfy in our opinion, to be able to send a request for an offer or to place an order with you, to be able to pay your invoices and to be able to communicate with you quickly and efficiently concerning other aspects of the agreement.*

*You are not obliged to provide your personal data to us. If you do not provide personal data to us or provide us with insufficient personal data it may be the case that we will not be able to carry out the abovementioned activities.*

### **Transfer to third parties**

*In connection with the performance of a possible agreement with you it may be necessary to provide your personal data to parties that supply parts, materials or products to us or who perform activities on our instructions. We furthermore make use of external server space for the storage of (parts of) our sales and purchasing records and our records of business relations. Your personal data are part of these records. Therefore your personal data are provided to the service space provider. With this provider we have a NDA in place.*

*We also use the ERP system MKG, CRM software Archie and Microsoft Office and the related storage facilities for e-mails and other files.*

### **Direct marketing**

*If you place regular orders with us, we will store and use the personal data you have provided in order to be able to inform you personally by e-mail in the future of our existing and new competences. We have a legitimate interest in using your personal data for this purpose, namely selling products and services. Every time we send you a marketing e-mail, you have the option of informing us that you no longer wish to receive such e-mails.*

### **Retention period personal data belonging to customers, suppliers and other contractors**

*If you requested an offer from us, but you did not become a customer of ours, or if we received an offer from you but we did not become your customer, we will assess if it makes sense to retain the your personal data for future use. Based on this we define the period we retain your data. We will not unnecessarily retain your data.*

*If you did become our customer or we did become your customer, we will – in any case - retain your personal data for a term of at least seven years after the end of the financial year in which the agreement with you was performed, or for the term specified by a specific project, or for the term we consider appropriate for future use of the data. We will remove your personal data after this period has ended. We will not unnecessary retain your data.*

### **Cookies**

*Our websites don't use tracking cookies.*

### **Your rights**

*You have the right to request to inspect your own personal data. If there is reason to do so, you may also request us to supplement your personal data or to correct inaccuracies. You also have the right to request that your personal data be deleted or that the use of your personal data be limited. You can also submit an objection to the collection and use of your personal data to us or submit a complaint to the Dutch Data Protection Authority. And finally, you have the right to request to obtain your personal data or that they are transferred to another party. In order to be able to exercise your rights, you can apply to:*

*Landes High End Machining BV  
Magelhaenstraat 15  
NL – 7825 VL Emmen  
The Netherlands  
+31 591 632 205  
[Info@landes.nl](mailto:Info@landes.nl)*

*You can also contact us if you have questions or require further data concerning the collection and use of your personal data.*

*Emmen, May 22<sup>nd</sup> 2018*