

## **PRIVACY STATEMENT**

### **Collection and use of personal data of clients, suppliers and other contractors**

We would like to draw your attention to the fact that we collect and use the personal data that you share with us as this is necessary to conclude and carry out any agreement with you. This applies both for our (potential) clients and for parties from whom we buy goods and/or services.

If you are a (potential) client of ours then we use your data to send you an offer, to determine what specifications or wishes a particular good or service must meet, to deliver goods or to carry out work for you, to invoice and to communicate quickly and efficiently with you about the execution aspects of the agreement.

If you are a (potential) supplier or other contractor then your personal data are also necessary to conclude and carry out the agreement. For purchases this is necessary to let you know what specifications or wishes a particular good or service must meet as far as we are concerned, to send out a request for a quotation or to place an order with you, to pay your invoices and to communicate quickly and efficiently with you about other aspects of the agreement.

You are not obliged to provide your personal data. If you do not provide us with any or insufficient personal data, it is therefore possible that we will not be able to carry out the work mentioned above.

### **Passing on to third parties**

In relation to the execution of any agreement with you it is possible that we must provide your personal data to parties who supply parts, materials and products to us or who carry out work on our behalf. We also use external server space to store (parts of) our sales and purchasing records, of which your personal data form a part. For this reason your personal data are provided to our server space provider. We also use Microsoft Office and the relevant storage options for e-mails and other files.

### **Storage period for personal data**

If you have requested a quotation from us but you have not become a client of ours, we will not process your data in our client system. Also if we have received a quotation from you, but we have not become a client of yours, your personal data will not be processed in our supplier system. We remove the contact data at the latest one year after our last contact. If you have become a client of ours or we have become a client of yours, we will store your personal data for a period of seven years after the end of the financial year in which the agreement with you was fully executed or where necessary to continue our service provision to you in relation to the products and services supplied, relation-related obligations and interests. The period of seven years is the period for which we are obliged to retain our records for the Tax Office. At the end of this period or should the need disappear, we will delete your personal data.

### **Your rights**

You have the right to ask us to inspect your own personal data. If there is a reason to do so, you can also ask us to supplement your personal data or to amend any inaccuracies. In addition you have the right to request the deletion of your personal data or to restrict the use of your personal data. You can also object to our collection and use of your data or submit a complaint to the Personal Data Authority. Finally you ask us to obtain your personal data from or transfer these data to someone else. To exercise your rights you can contact: Willemse & van Engelen Bakkerijmachines BV, Leemstraat 11B, 4705 RT, Roosendaal, the Netherlands, +31 (0)165 557035. info@w-en-ve.nl. You can also contact us should you have any questions or for more information about the collection and use of your personal data.

**15.05.2018 (15 May 2018)**