

## PRIVACY POLICY

Prolivered B.V. attaches great importance to the protection of your personal data. In this Privacy Policy we want to provide clear and transparent information about how we handle personal data.

We do everything we can to guarantee your privacy and therefore handle personal data with care. Prolivered B.V. complies in all cases with applicable laws and regulations, including the General Data Protection Regulation. This means that we at least:

- Process your personal data in accordance with the purpose for which it was provided. These goals and types of personal data are described in this Privacy Policy;
- Process your personal data limited to only the data that is minimally necessary for the purposes for which it is processed;
- Ask for your explicit consent if we need it for the processing of your personal data;
- Have taken appropriate technical and organisational measures to ensure the security of your personal data;
- Do not pass on personal data to other parties, unless this is necessary for the purposes for which it was provided;
- Are aware of your rights regarding your personal data, point these out to you and respect them.

As Prolivered B.V., we are responsible for the processing of your personal data. If, after reading our Privacy Policy, or in a more general sense, you have questions about this or wish to contact us, you can do so via the contact details at the bottom of this document.

## PROCESSING PERSONAL DATA OF CUSTOMERS AND/OR SUPPLIERS

Personal data of customers or suppliers is processed by Prolivered B.V. for the following purpose(s):

- Administrative purpose;
- Communication about the assignment and/or invitations;
- Executing or issuing an order.

The basis for receiving the personal data is:

- The agreed assignment(s);

For the above purpose(s), {Organisatie} may request the following personal data from you:

- First name;
- Infix;
- Last name;
- (Business) Telephone number;
- (Business) Email address;
- Sex.

our personal data will be stored by Prolivered B.V. for the above processing(s) for the following period:

- During the term of the agreement and thereafter only in the financial administration for a maximum of 7 years.

### **Prolivered BV**

Prestwickweg 16  
1118 LB Schiphol Airport  
The Netherlands

+31 (0)20 686 33 44  
**prolivered.com**

**Sales:** ams.sales@prolivered.com  
**Customer Service:** ams.cs@prolivered.com  
**Finance:** ams.finance@prolivered.com

**IBAN:** NL48ABNA0121146197  
**BTW:** NL865186455B01  
**KvK:** 90025555

## PROCESSING PERSONAL DATA OF NEWSLETTER SUBSCRIBERS

Personal data of newsletter subscribers is processed by {Organisatie} for the following purpose(s):

- Informing the person through news releases.

The basis for receiving the personal data is:

- The newsletter registration form;

For the above purpose(s), {Organisatie} may request the following personal data from you:

- First name;
- Infix;
- Last name;
- Email address.

Your personal data will be stored by {Organisatie} for the above processing(s) for the following period:

- During the period of registration.

## PROCESSING PERSONAL DATA OF PROSPECTS, STAKEHOLDERS/LOBBY CONTACTS AND/OR INTERESTED PARTIES

Personal data of prospects, stakeholders/lobby contacts and/or interested parties are processed by {Organisatie} for the following purpose(s):

- Information provision in the form of newsletters and/or targeted contacts.

The basis for receiving the personal data is:

- Oral consent, issuing a business card and/or via a link on LinkedIn;

For the above purpose(s), {Organisatie} may request the following personal data from you:

- First name;
- Infix;
- Last name;
- Email address.

Your personal data will be stored by {Organisatie} for the above processing(s) for the following period:

- During the period that one is seen as a prospect, stakeholder/lobby contact and/or interested party.

## PROCESSING PERSONAL DATA OF EMPLOYEES

Personal data of employees is processed by {Organisatie} for the following purpose(s):

- Executing the employment contract.

The basis for receiving the personal data is:

- The employment contract.

For the above purpose(s), {Organisatie} may request the following personal data from you:

- First name;
- Infix;
- Last name;
- Email address.
- Date of birth;
- Salary data;
- ID copy;
- the BSN number;
- Bank details;

Your personal data will be stored by {Organisatie} for the above processing(s) for the following period:

- During the period that one has a contract and then only in the financial administration for a maximum of 7 years.

## PROVISION TO THIRD PARTIES

We may provide the information you provide to us to third parties if this is necessary for the purposes described above.

For example, we use a third party for:

- Taking care of the internet environment of the GDPR program;
- Taking care of the (financial) administration;
- Providing newsletters and invitations.

We never pass on personal data to other parties with whom we have not concluded a processing agreement. We naturally make the necessary arrangements with these parties (data processors) to guarantee the security of your personal data. Furthermore, we will not provide the information you provide to other parties, unless this is legally required and permitted. An example of this is that the police requests (personal) data from us in the context of an investigation. In such a case, we must cooperate and are therefore obliged to provide this information. We can also share personal data with third parties if you give us written permission to do so.

## WITHIN THE EU

We do not provide personal data to parties located outside the EU.

## MINORS

We only process personal data of minors (persons under the age of 16) if written permission has been given by the parent, caregiver or legal representative.

## RETENTION PERIOD

Prolivered B.V. does not store personal data longer than necessary for the purpose for which it was provided or required by law.

## SECURITY

We have taken appropriate technical and organisational measures to protect your personal data against unlawful processing. For example, we have taken the following measures;

- All persons who can access your data on behalf of Prolivered B.V. are bound to maintain their confidentiality.
- We have a username and password policy on all our systems;
- We pseudonymise and encrypt personal data if there is reason to do so;
- We make backups of the personal data in order to restore it in the event of physical or technical incidents;
- We regularly test and evaluate our measures;
- Our employees have been informed about the importance of the protection of personal data.

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## **RIGHTS CONCERNING YOUR DATA**

You have the right to inspect, rectify or delete the personal data that we have received from you. You can also object to the processing of your personal data (or part of it) by us or by one of our data processors. You also have the right to have the data provided by you transferred by us to yourself or on your instructions directly to another party. We may ask you to identify yourself before we can comply with the aforementioned requests.

If we are allowed to process your personal data on the basis of your consent, you always have the right to withdraw this consent.

## **COMPLAINTS**

If you have a complaint about the processing of your personal data, we ask you to contact us directly. If we cannot find a solution together with you, we will of course be very sorry. You always have the right to submit a complaint to the Dutch Data Protection Authority, which is the supervisory authority in the field of privacy protection.

## **QUESTIONS**

If you have any questions or comments regarding our Privacy Statement, please contact us.

## **COMPLAINTS**

Prolivered B.V.  
Prestwickweg 16  
1118 LB Schiphol Airport  
The Netherlands  
Phone: 085-4875000