



## PRIVACY STATEMENT CUSTOMER AND SUPPLIER ADMINISTRATION

### PRIVACY DECLARATION

#### Collecting and using personal data of customers, suppliers and other contractors

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

If you are a (potential) customer, we will use your data to send you a quotation, to determine the specifications or wishes that a specific item or service must meet, to be able to deliver goods or to be able to perform work for you. Be able to invoice and be able to communicate with you smoothly and efficiently about the implementation aspects of the agreement.

If you are a (potential) supplier or other contractor, your personal details are also necessary for the conclusion and execution of the agreement. When purchasing, this is necessary to let you know what specifications or wishes a certain item or service must meet in our opinion, to be able to send a quotation request or to place an order with you, to be able to pay your invoices and be able to communicate quickly and efficiently with you about other aspects of the agreement.

You are not obliged to provide us with your personal data. However, if you do not provide us with sufficient personal data, it is possible that we cannot perform the abovementioned activities.

#### Transfer to third parties

In connection with the implementation of a possible agreement with you, we may have to provide your personal data to parties who supply parts, materials and products to us or perform work on our behalf. We also use Microsoft Office and the associated storage options for e-mails and other files.

#### Personal data retention period

If you have requested a quote from us but you have not become a customer of us, we will delete your data no later than ten years after our last contact. If we have received a quotation from you, but we have not become a customer of you, your personal data will be deleted no later than one year after our last contact. If you have become a customer with us or we with you, we will retain your personal data for a period of ten years after the end of the financial year in which the agreement with you was fully implemented. The period of seven years corresponds to the period in which we are obliged to keep our records for the tax authorities. After this period we will delete your personal data.

#### Your rights

You have the right to ask us to view your own personal data. If there is reason to do so, you can also request us to supplement your personal data or to change inaccuracies. In addition, you have the right to request to delete your personal data or to limit the use of your personal data. You can also object to the collection and use of your data or submit a complaint to the Dutch Data Protection Authority. Finally, you can request us to obtain your personal data or transfer that data to another person. To exercise your rights you can address to: A. van der Hof's Draad- en Kabelfabriek B.V., Ziel 1, 4704 RS, Roosendaal, 0165-563300, info@hofkabelfabriek.com. Of course you can also contact us with questions or for more information about the collection and use of your personal data.