

## **PRIVACY DECLARATION**

**(B.V. Van Doorne's Machinefabriek for the customer and supplier administration)**

### **Collection and use of 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 as this is necessary to conclude and execute any agreement with you. This applies both to our (potential) customers and to parties with whom we purchase goods and / or services.

If you are a (potential) customer of us, we use your data to send you a quotation, to be able to determine to which specifications or wishes a specific item or service has to comply, to be able to deliver goods or to be able to carry out work for you. provide invoices and 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. In purchasing this is necessary to let you know to which specifications or wishes a particular item or service in our opinion must comply, you can send a request for a quotation or you can place an order with you, you can pay your invoices and communicate with you about other aspects of the agreement quickly and efficiently.

You are not obliged to provide us with your personal data. If you provide us with insufficient or insufficient personal data, then it is possible that we cannot perform the aforementioned activities.

### **Transfer to third parties**

In connection with the execution of a possible agreement with you, it is possible that we must provide your personal data to parties who supply parts, materials and products to us or carry out work on our instructions.

### **Direct marketing**

If you have given us permission to do so, we will store and use the personal data you have provided in order to inform you personally in the future by e-mail about our existing and new products and services and to make an offer for this. . Every time we send you an advertising mail, you have the opportunity to let us know here no more price to draw. See the unsubscribe link at the bottom of each mailing.

### **Retention period personal data**

If you have requested a quote from us but you have not become a customer with us, we will delete your data no later than one year after our last contact. Even if we have received a quotation from you, but we have not become a customer of you, your personal data will be deleted at the latest one year after our last contact. If you have become our client or we are with you, we will retain your personal data for a period of seven years after the end of the financial year in which the agreement with you has been fully executed. The seven-year period corresponds to the period in which we are obliged to keep our administration 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. You also have the right to request that you delete your personal data or limit the use of your personal data. You can also object to the collection and use of your data or file a complaint with the Dutch Data Protection Authority. Finally, you can request us to obtain your personal data or transfer that data to another person. In order to exercise your rights, you can contact **B.V. Van Doorne's Machinefabriek, De Hooge Akker 3, 5661 NG, Geldrop, +31(0)40-2850353 and e-mail address: [info@vdm-bv.com](mailto:info@vdm-bv.com)** . You can also contact us with questions or for more information about the collection and use of your personal data.

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