

## **EUROPOLARIS Privacy Statement**

### **Preface**

This declaration applies to all services provided by EUROPOLARIS.

EUROPOLARIS, located at Parklaan 24, Eindhoven, is responsible for the processing of personal data as shown in this privacy statement.

### **Personal data that we process**

EUROPOLARIS processes your personal data because you use our services and / or because you have provided it to us yourself. Information that EUROPOLARIS may need or is necessary for the purposes set out below and in any event and at least processed by EUROPOLARIS, concerns:

- Initials or first name and last name
- Gender
- Date of birth
- Name of company, organisation or institution
- Address details (consisting of street name + house number + postcode)
- Telephone number (mobile or fixed)
- E-mail address
- Bank details

### **Is EUROPOLARIS also processing special personal data?**

Special personal data are sensitive data, for example about health or a criminal record, ethnic data or data concerning race. EUROPOLARIS does not process special personal data.

### **Why we need data**

Once you have an agreement with EUROPOLARIS, we want to be of service to you. We use your data for the following purposes:

- Call or e-mail you if necessary to carry out our services.
- Inform you about changes to our services.
- To deliver services to you.
- If we are legally obliged to do this, such as information we need for our tax return.

We can only use your data for a purpose other than that for which they were originally processed if there is a close relationship between the two goals.

### **Which rules apply to the processing of personal data?**

When processing personal data, EUROPOLARIS is bound by the applicable legislation and regulations and keeps track of developments therein. In that context, EUROPOLARIS reserves the right to make changes to this privacy statement in order to have the text conform to the latest state of affairs, as stated at the bottom of this privacy statement.

### **How long we store data**

EUROPOLARIS will not store your personal data for longer than is strictly necessary to achieve the purposes for which your data is collected.

### **Sharing with others / providing information to third parties**

EUROPOLARIS will not sell your information to third parties and will only provide this information if this is necessary for the execution of our agreement with you or to comply with a legal obligation. With companies that process your

data in our order, we conclude a data processing agreement to ensure the same level of security and confidentiality of your data.

#### **View, modify or delete data**

Of course, you always have the opportunity to view, correct or delete all your personal data known to us. For this purpose, you can send a specified request to [janvandenbiesen@gmail.com](mailto:janvandenbiesen@gmail.com).

#### **Security**

EUROPOLARIS attaches great importance to the security and protection of your personal data. EUROPOLARIS has taken appropriate technical and organizational measures to protect your personal data and protect it against loss, alteration, misuse or against any (other) form of unlawful processing. Any person who has access to or processes personal data at EUROPOLARIS is obliged to maintain the confidentiality of this data, unless otherwise provided by law or regulation. In case EUROPOLARIS makes use of the services of third parties, EUROPOLARIS will make agreements regarding the necessary security measures regarding the protection of personal data. If you have the impression that your data is not properly secured or there are indications of abuse, please contact us.

#### **Your privacy rights**

When you submit a request for inspection, correction, objection or deletion of your personal data, EUROPOLARIS will inform you about this within 5 working days. You can submit this request via [janvandenbiesen@gmail.com](mailto:janvandenbiesen@gmail.com).

#### **Questions**

If you have any questions or comments about the processing of your personal data and this Privacy Statement, please contact us at [janvandenbiesen@gmail.com](mailto:janvandenbiesen@gmail.com).

**This privacy statement was drawn up on May 20, 2018.**