

## **Privacy Statement Maes & van Wetten**

This is the privacy statement of Maes & van Wetten B.V. (hereinafter: Maes & van Wetten), which sets out the personal data that we collect and the purpose for which we collect them.

### **Whose personal data do we process**

For purposes of our services, Maes & van Wetten collects personal data of:

- clients: our suppliers and customers;
- persons showing an interest in Maes & van Wetten or their services (potential clients);
- website visitors; and
- our staff.

### **Data processed and purpose**

Below we have summarised the data of the said persons that we generally process and the purpose for which we process them.

- Clients: name, address, telephone number, email address and other data supplied by the client. Those data are processed for maintaining contact with the client, entering into and performing the agreement or assignment, collecting claims, our accounting records, evaluating and improving our services and other internal management activities.
- Interested parties: name, address, telephone number, email address and other data supplied by the interested party. Those data are processed to answer the questions of the interested party, to provide information, for account management and other purposes, dependent on the contents of the interest shown.
- Website visitors: IP address and data on the device used to visit the website. Those data are processed to analyse how often our website is visited, to keep the website secure and accessible, and to improve the website.
- Staff: name, address, place of residence, date of birth, email address, copy of passport, citizen service (BSN) number. Those data are processed to enter into and perform the employment agreement, to pay salary, to pay taxes and premiums, etc.

We will not use the personal data for any other purposes, unless you have given your permission in advance or we are allowed or required to do so pursuant to the law.

### **General basis for processing**

We process data of the said persons on the following legal basis:

- If you use our services: to perform an agreement entered into with you, or (if the agreement is entered into with your employer) on the basis of your employer's legitimate interest, or based on your consent.
- If you ask a question (via our website) or apply for a job: on the basis of your consent.
- For account management and for other processing activities (e.g. monitoring of conduct on our website): because this is necessary to protect our legitimate interests, to wit: monitoring and improving our services, securing and ensuring the accessibility of the website, and maintaining contact with our relations.

### **Necessity of processing**

If you use our services, the provision of personal data is a contractual obligation to enable performance of the agreement.

In any other cases, the provision of personal data is a necessary condition to answer your question or to be able to protect the said legitimate interests. If you do not provide the data, we cannot, or cannot properly, be of service to you.

### **Sources of personal data**

We will collect data in the following manners:

- a) data that you provide to us;
- b) data that we acquire through your use of our services or your visit to this website.

### **Provision to third parties**

We will not provide any personal data to other parties (third parties), unless:

- a) this is necessary for performing the agreement;
- b) this is necessary to perform a legal obligation, if any;
- c) this is necessary to report punishable offences.

We will enter into a processor agreement with businesses processing your data on our instructions to ensure a similar level of security and confidentiality of your data.

If data are transferred to any parties outside Europe, we will ensure an appropriate level of protection.

### **Retention periods**

Maes & van Wetten will not keep your personal data longer than is strictly necessary to achieve the purposes for which your data are collected. Personal data are kept for as long as is necessary to provide our services to you or as long as required by law.

### **Security**

We take suitable measures to prevent misuse, loss, unauthorised access, inadvertent disclosure and unauthorised modification. If you feel that your data are not properly protected or that there are indications of misuse, please contact us (contact data can be found at the bottom of this privacy statement).

### **Cookies**

We only use functional cookies. Functional cookies ensure that the website works properly; they may be used to remember your preferred settings and help us to ensure that the website works properly. We may also use them to optimise our website. We do not install any cookies that trace your browsing behaviour and we do not use your personal data for automated decision-making, including profiling.

### **Rights**

You have the rights named below.

Right of information: you may ask Maes & van Wetten whether your personal data are processed and you are entitled to be informed about such processing. This information is summarised in this privacy statement.

Right of access: you may access the data that Maes & van Wetten have collected about you. On request, Maes & van Wetten will provide you with a copy of the personal data processed, provided that they do not include data of others.

Right to rectification: If it becomes clear that the data are not correct, you may file a request with Maes & van Wetten to have them rectified.

Right to be forgotten: In several cases you are entitled to have personal data removed, for example if the data are no longer needed for the purposes for which they were collected and there is no retention obligation or other basis for further processing, or if data are processed on the basis of consent of the data subject and such consent is withdrawn and there is no other legal basis for processing.

Right to data portability: if data have been processed on the basis of consent or for purposes of performance of an agreement with you, you may ask Maes & van Wetten to provide the data provided by you in a structured and machine-readable format or transmit those data to another party.

Right to object: you are entitled to object against the processing of your personal data. Maes & van Wetten will stop processing the data, unless there are legitimate or legal bases for processing thereof. Where you object against processing for purposes of direct marketing, the personal data will no longer be processed for those purposes.

If and to the extent that we process data on the basis of your consent, you will at all times be entitled to withdraw such consent. This will not affect the lawfulness of the processing prior to such withdrawal.

You may exercise the said rights by filing a request with us. To make sure that you are the party filing the request for access, we ask you to send a copy of your proof of identity along with the request. We hereby ask you to obscure your passport photo and citizen service (BSN) number to protect your privacy.

Maes & van Wetten will respond to your request as soon as possible, but in any event within one month. You may also contact us if you have other questions about your privacy and our privacy policy.

### **Contact details**

You can reach us at:

Postal address: Postbus 295, 5400 AG Uden

Telephone number: +31 (0)413 850 326

Internet address: [www.maesenvanwetten.eu/nl](http://www.maesenvanwetten.eu/nl)

Email address: [info@maesenvanwetten.eu](mailto:info@maesenvanwetten.eu)

### **Dutch Data Protection Authority**

We will be pleased to assist you should you have any complaints about the processing of your personal data. You may also file a complaint with the Dutch Data Protection Authority against our processing of personal data. For that purpose, you may [contact](#) the Dutch Data Protection Authority.

### **Modification of this privacy statement**

We reserve the right to modify this statement. Any modifications will be posted on this website. It is recommended to consult his statement regularly, so that you are informed of those modifications.

This privacy statement was last updated on 1 July 2018.