	ORGANISATIEDEEL	ORG 360
	PRIVACY STATEMENT	01-05-2018
		Revisie: 0
		Pagina 1 van 2

PRIVACY STATEMENT

Collection and use of personal data belonging to customers, suppliers and other contractors

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

If you are a (potential) customers of ours, we will use your data to be able to send you an offer, to be able to determine what specifications or wishes certain goods or services must satisfy, in order to be able to deliver goods or carry out the activities for you, in order to be able to invoice you and to be able to communicate with you quickly and efficiently concerning the implementation aspects of the agreement.

If you are a (potential) supplier or another contractor, your personal data are also required for concluding and performing the agreement. In case of purchasing, this is necessary in order to be able to inform you what specifications or wishes certain goods or services should satisfy in our opinion, to be able to send a request for an offer or to place an order with you, to be able to pay your invoices and to be able to communicate with you quickly and efficiently concerning other aspects of the agreement.

Collection and use of personal data belonging to business clients

We would like to draw your attention to the fact that we will collect and use the personal data you provide to us because you have consented thereto or because this is necessary in order to look after our legitimate interests. We process the following data: name, address and contact details.

If you are a business relation of ours, we will use your data to be able to contact you for purposes that are in the interest of our business. This includes for example discussion of a possible collaboration, providing and obtaining information and maintenance of our network.

You are not obliged to provide your personal data to us. If you do not provide personal data to us or provide us with insufficient personal data it may be the case that we will not be able to carry out the abovementioned activities.


Transfer to third parties

In connection with the performance of a possible agreement with you it may be necessary to provide your personal data to parties that supply parts, materials or products to us or who perform activities on our instructions. We furthermore make use of external server space for the storage of (parts of) our sales and purchasing records and our records of business relations. Your personal data are part of these records. Therefore your personal data are provided to the service space provider. We also use Microsoft Office and the related storage facilities for e-mail and other files. As we make use of a newsletter mailing service, your personal data are finally transferred to the provider of this service, provided that you gave permission.

Direct marketing

If you place regular orders with us, we will store and use the personal data you have provided in order to be able to inform you personally by e-mail in the future of our existing and new products and services and possibly make you an offer in this connection. We have a legitimate interest in using your personal data for this purpose, namely selling our products and services. Every time we send you a marketing e-mail, you have the option of informing us that you no longer wish to receive such e-mails. See in this connection the opt-out link at the bottom of each mailing.

If you are a one-off client of ours we will only send you marketing e-mails if you have granted us your approval to do so in advance.

	ORGANISATIEDEEL	ORG 360
	PRIVACY STATEMENT	01-05-2018
		Revisie: 0
		Pagina 2 van 2

Retention period personal data belonging to business relations

If you have requested a quotation form Duotank but you have not become a customer with us, we will delete your personal data no later than five years after our last contact. Even if we have received a quotation from you, but we have not become a customer of yours, your personal data will be removed no later than five years.

For this period was chosen because it is more common that there is a few years in between the first information request and the continuation without specific contact. We would like to avoid having to provide the same information several times.

*If you have become our customer 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 has 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. This concerns your personal data details in our database. Specific names on the offers will be removed from our ERP system to your request, you can send this request to; **(Data-administration Duotank, Petunialaan 5, 5582 HA Waalre. Tel. 0031 40 221 22 72, Mail info@duotank.nl)***

Your rights

You have the right to request to inspect your own personal data. If there is reason to do so, you may also request us to supplement your personal data or to correct inaccuracies. You also have the right to request that your personal data be deleted or that the use of your personal data be limited. You can also submit an objection to the collection and use of your personal data to us or submit a complaint to the Dutch Data Authority. And finally, you have the right to request to obtain your personal data or that they are transferred to another party. In order to be able to exercise your rights, you can apply to:

(Data-administration Duotank, Petunialaan 5, 5582 HA Waalre. Tel. 0031 40 221 22 72, Mail info@duotank.nl)

Naturally you can contact us if you have questions or require further data concerning the collection and use of your personal data.

Ook met vragen of voor meer informatie over het verzamelen en gebruiken van uw persoonsgegevens kunt u uiteraard contact met ons opnemen.

17 mei 2018