

## PRIVACY AND COOKIE STATEMENT

### Collection and use of personal data from customers, suppliers and other contractors

We would like to inform you that we will collect and use the personal data you provide to us because this is necessary to conclude and execute any agreement with you. This applies both to our (potential) customers and to parties from whom we purchase business and/or services.

If you are our customer or potential customer, we use your data to send you a quotation, to determine the specifications or wishes of a certain item or service, to deliver goods or perform work for you, to invoice you and to communicate with you quickly and efficiently about the execution aspects of the agreement.

If you are a (potential) supplier or other contractor, your personal data are also necessary for the conclusion and execution of the agreement. In the case of procurement, this is necessary to let you know what specifications or requirements a particular item or service should meet as far as we are concerned, to be able to send you a request for a quotation or place an order with you, to be able to pay your invoices and to communicate with you smoothly and efficiently about other aspects of the agreement.

You are not required to provide us with your personal data. However, if you do not provide us with any or sufficient personal data, we may not be able to perform the foregoing activities.

### Direct marketing to customers and other contractors

If you have given us your consent, we will store and use the personal data you have provided for the purpose of personally informing you by e-mail of our existing and new products and services in the future and, where appropriate, making you an offer for these. Every time we send you an advertising mailing, you have the option to let us know that you no longer wish to receive it. See the unsubscribe link at the bottom of each mailing.

### Retention period of personal data of customers, suppliers and other contractors

If you have requested a quote from us but have not become a customer, we will delete your data no later than one year after our last contact. Similarly, if we have received a quotation from you but have not become your customer, your personal data will be deleted no later than one year after our last contact. If you did become a client of ours or we became a client of yours, we will retain your personal data for a period of seven years after the end of the fiscal year in which the agreement with you was fully executed. The period of seven years corresponds to the period during which we are required to keep our records for the Tax Office. After this period we will delete your personal data.

### Collection and use of personal data of other business relations

Please note that we will collect and use the personal data you provide us with because you have given your consent or because it is necessary for the protection of our legitimate interests. We process the following data: name, address and contact details.

If you are a customer of ours, we will use your data to contact you for purposes that are in the interest of our company. Think for example of discussing a possible cooperation, providing and obtaining information and maintaining our network.

You are not obliged to provide us with your personal data. However, if you do not or not sufficiently provide us with personal data, we may not be able to fulfill the aforementioned purposes.

### **Direct marketing to other business contacts**

If you have given us your consent, we will store and use the personal data you have provided for the purpose of personally informing you about our existing and new products and services by e-mail in the future, and possibly making you an offer for these. Each time we send you an advertising mailing, you have the option to let us know that you no longer wish to receive it. Please see the unsubscribe link at the bottom of each mailing.

### **Retention period personal data of other business contacts**

We will delete your personal data no later than one year after our last contact.

### **Cookies**

Cookies are small text files that are placed on your computer, tablet or smartphone during your visit to our website. These text files store information that can be recognized again by the website on a later visit.

Our website uses tracking cookies if you have given us permission to do so. We do this to collect information about your Internet behavior so that we can make you targeted offers for products or services. You may withdraw your consent at any time. Your data will be stored for a maximum of one year.

We also place functional cookies. We do this to make our website easy to use. Think for example of saving products in your shopping cart or remembering your login details during your visit.

Analytical cookies allow us to see which pages are visited and clicked on within our website. For this purpose we use Google Analytics. The information that Google collects in this way is anonymized as much as possible.

### **Analytics Tools**

We use two analytics tools on our website: Google Analytics and Humblytics, each with a different privacy approach.

#### **Google Analytics (requires consent)**

We use Google Analytics, a web analytics service provided by Google LLC, to better understand how users interact with our website. This tool collects information such as your IP address, browser type, pages visited, and interactions on our website.

Google Analytics sets cookies and may process data outside the European Economic Area, typically in the United States.

We only activate Google Analytics after you have provided explicit consent through our cookie banner. You may withdraw your consent at any time via your cookie preferences.

For more information, please refer to Google's privacy policy: <https://policies.google.com/privacy>

### **Humblytics (no consent required)**

We also use Humblytics, a privacy-first analytics platform that helps us understand general website usage. Unlike traditional analytics tools, Humblytics:

- Does not use cookies or local storage,
- Does not track individual users, and
- Immediately anonymises all IP addresses and does not collect personal data.

As no personal data is collected and no tracking cookies are placed, this tool does not require your consent under the General Data Protection Regulation (GDPR) or the ePrivacy Directive. For more details, visit: <https://humblytics.com>

### **Passing on to third parties**

In connection with the performance of any agreement with you, we may need to provide your personal data to parties who supply us with parts, materials and products or who perform work on our behalf. Furthermore, we make use of external server space for the storage of (parts of) our sales and purchase administration and our relation file, of which your personal data form a part. For this reason, your personal data are provided to our server space provider. Furthermore, we use Microsoft Office and its storage facilities for e-mails and other files. Finally, because we use a newsletter mailing service, your personal data will be passed on to the provider of this service.

### **Your rights**

You have the right to ask us to view your own personal data. If there is reason to do so, you may also ask us to supplement your personal data or to amend inaccuracies. In addition, you have the right to ask us to delete your personal data or to restrict the use of your personal data. You can also object to us collecting and using your data or file a complaint with the Personal Data Authority. Finally, you can request that we obtain your personal data or transfer it to another person. To exercise your rights, please contact: (name, address, zip code, city, phone number and email address). Of course, you can also contact us with questions or for more information about the collection and use of your personal data.