

# Privacy Policy

Rederij Driemast BV cares for your privacy and protection of personal data. In this Privacy policy we will give you clear and transparent information regarding our privacy policy.

We'll do our utmost to guarantee the safety of your privacy and therefore act carefully with your personal data. Rederij Driemast BV keeps herself in all cases to the applicable laws and regulations, including the General data protection regulation. This means that we in any case:

- Process your personal data in accordance with the purpose for which it was provided, these goals and personal data type are described in this Privacy policy;
- Processing of your personal data is limited to only that data which may not be less than necessary for the purposes for which they are processed;
- Ask for your express consent if we need them for the processing of your personal data;
- Appropriate technical and organisational measures have been taken to secure the safety of your personal data;
- No transfer of personal data to other parties, unless this is necessary for carrying out the purposes for which they are provided;
- Are aware of your rights concerning your personal data, like to point out this and respect this.

As Rederij Driemast BV we are responsible for the processing of your personal data. In case after going through our Privacy policy, or more generally, you've got any questions about this policy or you wish to contact us you can use the contact details at the bottom of this document.

## Processing of personal data of clients or suppliers

Personal data of clients or suppliers are submitted by Rederij Driemast BV for the following objective (s):

- Administrative purposes;
- Communications regarding assignments and/or invitations;
- The implementation or issuance of an assignment;

Basis for these personal data is::

- The agreed assignment;

For the above objective (s) Rederij Driemast BV can ask the following personal data from you:

- First name;
- Insert;
- Last name;
- (Business) Phone number;
- (Business) E-mail address;
- Gender;

Your personal data will be saved by Rederij Driemast BV for the benefit of the above-mentioned processing (and) for the period:

- During the contract period and after termination only in the records of the financial administration for a maximum period of 7 years.

## Provision to third parties

The data you give us can be provided to third parties if this is necessary for carrying out the purposes described above.

We use a third party for:

- Maintaining the internet environment of the GDPR program;
- Processing the (financial) Administration;

We never provide personal data to other parties with whom we have no "verwerkers agreement". With these parties (verwerkers), we, of course, make the necessary arrangements to ensure the security of your personal data. Further, we will not

provide your information to other parties, unless required by law and allowed. An example of this is, that the police in the course of an investigation (personal) data requests. In such a case, we need to cooperate and are therefore obliged to give this information. We can also share personal data with third parties if you give us written permission.

## Outside EU

We do not provide personal data to any parties outside the EU.

## Minors

We only process personal data from minors (persons younger than 16 years) unless written permission is given by the parent, guardian or legal representative.

## Retention period

Rederij Driemast BV saves personal data only as long as necessary for the purpose for which it was provided or according the law is required.

## Security

We have taken appropriate technical and organisational measures to protect personal data against unlawful processing, for example, we have taken the following measures;

- All persons acting on behalf of Rederij Driemast BV with knowledge of your personal data, are obliged to keep confidentiality;
- We have a username and password policy on all our systems;
- We pseudonimise and ensure the encryption of your personal data if needed;
- We make back-ups of personal data to be able to recover physical or technical incidents;
- We test and evaluate our regularly measures;
- Our employees are informed about the importance of the protection of personal data.

## Rights concerning your data

You have the right of access to, rectification or deletion of the personal data which we receive from you. You can also object to the processing of your personal data (or part of it) by us or by one of our processors. Also you have the right to obtain the information you have provided to us by letting us transfer to yourself or to another party on behalf of you directly. We may ask you to provide proof of identity before we provide you the above-mentioned requests.

In case we may process your personal data on the basis of a consent given by you, then you will always have the right to withdraw this permission.

## Complaints

If you have a complaint about the processing of your personal data please contact us directly regarding this. We are very sorry in case we don't come to a solution immediately. You always have the right to complain to the Autoriteit Persoonsgegevens, this Authority is the supervisory authority in the field of privacy protection.

## Questions

If you have any questions or concerns regarding our Privacy Statement please contact us!

## Contact details

Rederij Driemast BV

Handelskade 4

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Nieuwegein

info@rederij-driemast.nl