



# Privacy and Cookie Statement

## Batenburg Techniek N.V.





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## General

This Privacy and Cookie Statement is intended for (prospective) clients, customers and suppliers, (prospective) employees and visitors to the websites of Batenburg Techniek N.V. and its affiliated companies (hereinafter jointly referred to as "Batenburg Techniek"). This Privacy and Cookie Statement sets out which personal data Batenburg Techniek collects from you through its interactions with you and through its products and services, the way in which this is done, the role cookies play here, what we use the personal data for, how long we retain personal data, how you can access the personal data kept by us and how this data is secured. Batenburg Techniek's latest version of the Privacy and Cookie Statement is posted on Batenburg Techniek's website ([www.batenburg.nl](http://www.batenburg.nl)).

Our company details:

Batenburg Techniek N.V.

Stolwijkstraat 33

3079 DN ROTTERDAM

Tel. +31 (0)10 2928080

Email [info@batenburg.nl](mailto:info@batenburg.nl)

Chamber of Commerce No. 24001907

### 1. Applicability of the General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) may apply when personal data is processed. The GDPR applies if personal data is processed fully or partially automatically, but also if personal data which is (intended to be) included in a file is processed manually.

### 2. How is personal data obtained?

Personal data is shared with us by (prospective) clients, customers, suppliers and employees, or is obtained through our contacts with you.

For instance, personal data can be collected through:

- I. visits to the websites of Batenburg Techniek and/or one of its operating companies and/or filling in or leaving personal details on one of these websites;
- II. filling in or leaving personal details at one of our locations or with one of our employees or by registering to use our services;
- III. your relationship with us within the scope of our operations. Examples of this are:
  - a. registering for events and activities (in writing or on one of our websites)
  - b. consenting (by means of a so-called "opt-in") to marketing or recruitment activities or to inclusion in our customer database;
  - c. agreements within the scope of our operations or other business activities arising from your relationship with Batenburg Techniek as a customer, supplier, service provider or employee, such as (project) agreements, employment agreements, agreements for the provision of services, subscriptions or licences.





### 3. Which companies form part of Batenburg Techniek?

#### *Batenburg Corporate*

Batenburg Techniek N.V.

Batenburg Facilitair B.V.

Batenburg Shared Services B.V.

#### *Industrial Automation Division*

Beenen B.V.

Bellt-GCA B.V.

Bellt-GCA N.V. (Belgium)

Ingeniería Bellt España S.A.U. (Spain)

Hoogendoorn Automatisering B.V.

Hoogendoorn America Inc. (Canada)

Hoogendoorn Asia Co. Ltd. (China)

Innocom (I.T.) B.V.

Industrial Automation Services B.V.

JB Systems B.V.

LetsGrow.com B.V.

#### *Industrial Components Division*

Batenburg Bevestigingstechniek B.V.

Batenburg Energietechniek B.V.

Batenburg Industriële Elektronica B.V.

Batenburg Mechatronica B.V.

Adelco Electronics B.V.

Batenburg Techniek België N.V. (Belgium)

#### *Installation Engineering Division*

Dekker van Geest Installaties B.V.

Elektrotechnisch Bureau J.H. Sparreboom B.V.

OSP B.V.

Schekman Elektrotechniek B.V.

Van Dalen Installatietechniek B.V.

### 4. Which personal data is collected and for what purpose?

To provide insight into the types of personal data we collect and for what purpose, we adhere to the classification compiled for Section 2 of this statement.

- I. Personal data obtained through visits to the websites of Batenburg Techniek and/or one of its operating companies and/or filling in or leaving personal details on one of these websites:*





Types of Personal Data	<ul style="list-style-type: none"> <li>○ Contact details (e.g. first name, surname, company name, title, address, place of residence, phone number);</li> <li>○ The message that was left, including any personal details included therein;</li> </ul>
Purposes	<ul style="list-style-type: none"> <li>○ Service purposes; in order to deal with your message fully;</li> <li>○ Customer relationship management, marketing, customer administration;</li> </ul>
Legal Basis	<ul style="list-style-type: none"> <li>○ To pursue our legitimate interest to provide services to website users as efficiently as possible;</li> </ul>

*II. Personal data obtained through filling in or leaving personal details at one of our locations or with one of our employees or when registering to use our services:*

Types of Personal Data	<ul style="list-style-type: none"> <li>○ Contact details of the visitor (e.g. first name, surname, company name, title, address, place of residence, phone number);</li> <li>○ Camera images;</li> </ul>
Purposes	<ul style="list-style-type: none"> <li>○ Internal controls and to monitor the security in and around our locations;</li> </ul>
Legal Basis	<ul style="list-style-type: none"> <li>○ the legitimate interest to ensure the safety of property, employees and visitors to our locations;</li> </ul>

*III. Personal data obtained within the scope of our operations:*

Types of Personal Data	<ul style="list-style-type: none"> <li>○ Contact details of the client or his/her legal representatives (e.g. first name, surname, company name, title, address, place of residence, phone number);</li> <li>○ Financial data;</li> </ul>
Purposes	<ul style="list-style-type: none"> <li>○ To carry out your assignment and manage the relationships arising from this assignment;</li> <li>○ To purchase products and services from our supplier;</li> <li>○ To calculate or register claims, make payments and collect debts;</li> <li>○ Customer relationship management, marketing, customer administration and service objectives;</li> </ul>
Legal Basis	<ul style="list-style-type: none"> <li>○ Execution of the agreement with the client;</li> <li>○ To fulfil legal obligations (to keep records);</li> <li>○ To fulfil (contractual) obligations regarding (professional liability) insurance;</li> <li>○ To pursue our legitimate interest to provide services to clients as efficiently as possible;</li> </ul>





## 5. Retention Periods

The personal data retention periods vary as follows:

- Job applicants: 4 (four) weeks following completion of the selection procedure;
- Prospective employees: 1 (one) year, with the express consent of the data subject;
- Employees: 7 (seven) years, with regard to the legal obligation to retain data;
- Internal IT applications of Batenburg Techniek: 7 (seven) years, with regard to the legal obligation to retain data;
- Workers on loan: 7 (seven) years, with regard to the legal obligation to retain data;
- Customers: 7 (seven) years, with regard to the legal obligation to retain data;
- Suppliers: 7 (seven) years, with regard to the legal obligation to retain data;
- Prospects: 3 (three) years;
- Camera images: 4 (four) weeks or, if an incident is registered, until the incident in question has been dealt with.

Batenburg Techniek retains your personal data for the above-mentioned periods at most, unless, based on an (amended) legal provision, we need to retain your data for a longer period or if our operations require that your data be retained for a longer period.

## 6. Use of Personal Data by Third Parties

Batenburg Techniek does not trade in personal data, nor does it provide such data to third parties who operate on a commercial basis. If we provide access to personal data to third parties, we only do so if we are absolutely certain that they use the data in a way and for a purpose which is closely related to the purpose for which we obtained this data, subject to the legally required confidentiality and security measures and in accordance with this Privacy and Cookie Statement. Where applicable, Batenburg Techniek has made contractual agreements with parties to whom it provides your personal data (processors' agreements).

Batenburg Techniek is sometimes legally obliged to provide personal data to third parties. We always check in these cases to see how we can respect your right to privacy as much as possible.

## 7. Use of Cookies

Batenburg Techniek makes use of cookies. Cookies are small files that are stored on the equipment of users or visitors to our websites, e.g. on computers, phones or tablets. Cookies can be used to collect or store information from website visits or (the equipment of) website visitors.

We also make use of analytical cookies. The company Google uses our website to place cookies as part of its "Analytics" service. We use this service to monitor the use of our website and to obtain reports on how visitors use the website. Google may provide this information to





third parties if it is legally obliged to do so, or if third parties process the information on its behalf. We have no influence over this. We have not allowed Google to use the information obtained through the “Analytics” service for other Google services. The information which Google collects is made anonymous as much as possible. Your IP address is expressly excluded.

Our websites contain buttons to promote (“like”) or share web pages on social networks, such as Facebook. These buttons work via Facebook's own codes. Cookies are used to place these codes. We have no influence over this. We refer to Facebook's Privacy Statement (which may be revised periodically) for more information on what Facebook does with the (personal) data it processes through these cookies.

You can find more information on enabling, disabling and deleting cookies in the instructions and/or by using your browser's auxiliary function.

## **8. Right of Access and Right to Rectification**

You can object to the use of your personal data, for example if you believe that the use of your personal data is not needed to carry out our activities or to fulfil a legal obligation.

You have the right to access your personal data. If you believe that the personal data we have on you is incorrect, you can have this data rectified or deleted.

You can, after all, ask us to transfer your personal data to another party.

We will comply with your request, unless we have a compelling, legitimate interest not to delete the personal data which outweighs your privacy interest. For technical reasons, when we delete personal data, we cannot immediately delete every copy of the data from our (backup) systems. We may refuse to comply with the above-mentioned requests if they are submitted unreasonably often, require unreasonably hard technical efforts or have unreasonably severe technical consequences for our systems or if they put the privacy of others at risk.

You can submit the above-mentioned requests or lodge the above-mentioned objection by sending an email to [info@batenburg.nl](mailto:info@batenburg.nl), stating your name, address and phone number and providing a copy of a valid ID. Don't forget to make your Citizen Service Number and your face on the copy of the ID unrecognizable before you submit it. We will reply within 4 (four) weeks.

## **9. Security**

Batenburg Techniek takes every reasonable and appropriate security measure to protect its clients, website users and visitors to its locations against unlawful access, alteration, disclosure or destruction of their personal data. In the above, we adhere to the applicable security standards.





If, despite our security measures, a security incident occurs which will probably have adverse consequences for your privacy, we will inform you about the incident as soon as possible. We will also inform you about the measures we have taken to limit the effects and to prevent recurrence.

## 10. Contact and Complaints

If you have any questions regarding the use of your personal data, please contact Batenburg Techniek's Data Protection Officer by sending an email to [fg@batenburg.nl](mailto:fg@batenburg.nl).

We will of course also help you further if you have any complaints regarding the processing of your personal data. If you don't agree with the way Batenburg Techniek has dealt with your complaint regarding the processing of your personal data, you have the right to lodge a complaint with the relevant personal data protection supervisor, the Dutch Data Protection Authority. You can contact the Dutch Data Protection Authority for this purpose at [www.autoriteitpersoonsgegevens.nl](http://www.autoriteitpersoonsgegevens.nl).

