

Privacy statement External

Scope and purpose of the regulations

These External Privacy Statement apply to the processing of Personal Data of relations that are processed by or on behalf of Arbo Rotterdam.

These External Privacy Statement aims to:

- protect privacy;
- prevent Personal Data from being or being unlawfully processed for purposes other than the purpose for which they were obtained;
- guarantee the rights of personnel (sledges) of relations.

Conditions for lawful processing

Arbo Rotterdam ensures that Personal Data is processed in accordance with the law and in a proper and careful manner.

Personal data is only processed by persons who by virtue of their profession or are required by law to observe secrecy.

Arbo Rotterdam maintains a register in which all information resources and processing operations are recorded that take place under its responsibility. This register contains at least the following information

Arbo Rotterdam is responsible for the completeness, correctness and keeping the information in the register up to date:

- the name and contact details of the (Processing) controller;
- the processing purposes;
- a description of the categories of data subjects and of the categories of Personal data;
- the categories of recipients to whom the Personal Data have been or will be provided;
- if applicable, transfers of Personal Data to a third country;
- if possible, the envisaged deadlines within which the different categories of Personal data must be deleted or kept;
- if possible, a general description of the technical and organizational security measures.

Arbo Rotterdam is responsible for the completeness, correctness and topicality of the information in the register.

Purposes of data processing

Arbo Rotterdam will only process Personal Data for clearly defined purposes. The Processing of the Personal Data of relations takes place for the categories of processing mentioned here, namely:

- the execution of agreements, transactions and services;
- relationship management; • product and service development;
- determining strategy and policy;
- if necessary, discovering unlawful behavior with regard to Arbo Rotterdam, its relations and its employees.

Every Processing of Personal Data, as well as the specific purpose (s) for the processing are recorded in the register.

The collection and use of personal data of relations (customers, suppliers and other contractors).

Customer

If you are a (potential) customer of Arbo Rotterdam, Arbo Rotterdam will use your data to send you a quotation, to determine which specifications or wishes a certain item or service must meet, to be able to deliver items or work for you. to be able to perform, to invoice and to communicate with you smoothly and efficiently about the implementation aspects of the agreement.

Supplier and other contractors

If you are a (potential) supplier or other contractor, your personal data are also necessary for the conclusion and implementation of the agreement. When purchasing, this is necessary in order to be able to let you know which specifications or wishes a particular item or service must meet with regard to Arbo Rotterdam, to be able to send a request for quotation or to place an order with you, to be able to pay your invoices. and be able to communicate with you smoothly and efficiently about other aspects of the agreement.

You are not obliged to provide Arbo Rotterdam with your personal data. However, if you provide Arbo Rotterdam with no or insufficient personal data, it is possible that Arbo Rotterdam cannot perform the aforementioned activities.

Visitor data Website

To use the services of the site, such as applications for certifications, courses, secondments, etc., a visitor fills out a form. This creates a customer relationship between the visitor in question and Arbo Rotterdam. The information provided here is used for:

- executing agreements and services;
- processing data for direct marketing purposes aimed at establishing and / or maintaining a direct relationship between Arbo Rotterdam, its partners or other third parties, by e-mail, telephone and otherwise;
- analyzing for product and service development purposes and determining the overall strategy.

A visitor to the Arbo Rotterdam site therefore does not run any risk of any unwanted paid subscriptions or services.

Cookies

Cookies are used on the Arbo Rotterdam website to guarantee the integrity of the registration procedure and to be able to personalize the website. A cookie is a small text file that is placed on your computer by a web page server. Cookies are unique per user and can only be read by a server in the domain that sent the cookie to your computer.

The main purpose of cookies is to save you time and effort. For example, if you adjust a web page to your personal preferences or if you navigate in a website, cookies will remember the settings and preferences you have chosen for future use. When you visit the website again later, the previously entered data can be retrieved by the cookies, so that you can easily use the possibilities of the website as you previously set them up. In addition, cookies are used to keep statistics, but even then the data does not contain any personal information.

Arbo Rotterdam uses Google Analytics, Arbo Rotterdam therefore informs you about our Cookie Policy when you visit the website. Via a direct link on the Home page you can view the Cookie Policy of Arbo Rotterdam.

Transfer to third parties

In connection with the performance of any agreement with you, it is possible that Arbo Rotterdam must provide your personal data to parties that supply parts, materials and products to Arbo Rotterdam or perform work on behalf of Arbo Rotterdam. Arbo Rotterdam use of external server space for the storage of (parts of) our sales and purchasing administration, which includes your personal data. For that reason, your personal data may be visible to the IT service provider of Arbo Rotterdam. Finally, Arbo Rotterdam uses Microsoft Office and the associated storage options for e-mails and other files.

Retention period of personal data

If you have requested a quotation from Arbo Rotterdam, but you have not become a customer of Arbo Rotterdam, Arbo Rotterdam will delete your data no later than two years after the last contact. Even if Arbo Rotterdam has received a quotation from you, but has not become your customer, your personal data will be deleted no later than two years after the last contact. If you have become a customer of Arbo Rotterdam or Arbo Rotterdam with you, Arbo Rotterdam will keep your personal data for a period of seven years after the end of the financial year in which the agreement with you was fully performed. The seven-year period corresponds to the period within which Arbo Rotterdam is obliged to keep the records for the tax authorities. After this period, Arbo Rotterdam will delete your personal data.

Security

Arbo Rotterdam is responsible for appropriate technical and organizational measures prevention of loss or unlawful processing of Personal Data.

The purpose of these measures is to take into account the state of the art and the costs of implementation, provide an appropriate level of security, taking into account the risks involved entail the processing and nature of the Personal Data. The measurements are also aimed at unnecessary collection and further processing of Personal Data to prevent.

Arbo Rotterdam protects your data with all possible means, but due to the public nature of the internet, Arbo Rotterdam cannot always guarantee 100% the security of the transfer of information via the internet.

Handling incidents and the obligation to report data leaks

In accordance with the data breach notification obligation, Arbo Rotterdam will immediately notify the AP of a security breach leading to the significant potential for serious harming the protection of Personal Data.

Arbo Rotterdam will immediately notify those involved of the infringement in accordance with the GDPR if referred to in the preceding paragraph, if the infringement is likely to adversely affect the privacy.

There is an internal procedure in place for handling such incidents.

Your rights

You have the right to ask Arbo Rotterdam for access to the personal data stored about you. If there is reason to do so, you can also request Arbo Rotterdam to supplement your personal data or to correct inaccuracies. You also have the right to request that your personal data be deleted or the use of your personal data restricted. You can also object to the collection and use of your data. Finally, you can request Arbo Rotterdam to obtain your personal data or transfer those data to another person.

If you think that Arbo Rotterdam is handling your personal data incorrectly, you can submit a complaint about this to the organization that supervises the privacy rules, the Dutch Data Protection Authority.

You always have the right to file a complaint with the Dutch Data Protection Authority, but we appreciate it very much if you try to report the complaint to us first so that we can do everything we can to resolve your complaint.

To exercise your rights, please contact:

E. Smoor

Kleiweg 343
3045 PK Rotterdam
Tel: 010 - 449 12 57
Fax: 010 - 449 12 58
Email: Info@arbo-rotterdam.nl