

PRIVACY DECLARATION

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

We would like to draw your attention to the fact that we will collect and use the personal data that you provide us with, as 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 goods and/or services.

If you are a (potential) customer of us, we use your data to send you a quotation, to be able to determine to which specifications or wishes a specific item or service has to comply with, to be able to deliver goods or to be able to carry out work for you, to provide invoices and communicate with you smoothly and efficiently about the implementation aspects of the agreement.

If you are a (potential) supplier or a different contractor, your personal details are also necessary for the conclusion and execution of the agreement. In purchasing, this is necessary to let you know to which specifications or wishes a particular item or service in our opinion must comply with, to send you a request for a quotation or to place an order with you, to pay your invoices and to communicate with you about other aspects of the agreement quickly and efficiently.

You are not obliged to provide us with your personal data. If you provide us with no or insufficient personal data, then it is possible that we cannot perform the aforementioned activities.

Transfer to third parties

In connection with the implementation of a possible agreement with you, it is possible that we must provide your personal data to parties who supply parts, materials and products to us or carry out work on our instructions. In addition, we use server space for the storage of (parts of) our sales and purchasing administration, of which your personal data form a part. We also use Microsoft Office and the associated storage options for e-mails and other files. Because we use a newsletter mailing service, your personal data are finally passed on to the provider of this service.

Marketing

If you have given us permission to do so, we will store and use the personal data you have provided us with in order to inform you personally in the future by e-mail about our existing and new products and services and to make an offer for this. We use Mailchimp. Every time we send you an advertising mail, you have the opportunity to let us know you wish to unsubscribe. For this, please see the unsubscribe link at the bottom of each mailing.

Period for saving personal data

If you have requested a quotation from us but you have yet to become a customer with us, we will delete your data no later than seven 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 seven years after our last contact. If you have become our customer or we are with you, we will save your personal data for a period of seven years after the end of the financial year in which the agreement with you has been fully executed. The seven-year period corresponds to the period in which we are obliged to keep our administration for the Dutch Tax Authorities. After this period, we will delete your personal data.

Your rights

You have the right to ask us to view your own personal data. If there is reason to do so, you can also request us to supplement your personal details or to change inaccuracies. You also have the right to request to delete your personal data or to limit the use of your personal data. You can also object to the collection and use of your data or file a complaint with the Dutch Data Protection Authority. Finally, you can request us to obtain your personal data file or transfer that data to third party. In order to execute your rights, you can contact: **(Eddy Gruben, Quality Officer, PO Box 13, 9645 AA, Veendam, 0598 656600 and E.Gruben@mark.nl)**. You can also contact us with questions or for more information about the collection and use of your personal data.

Mark Holding B.V. 17th April 2018.