

## PRIVACY STATEMENT

Your privacy is important for STC B.V .; your trust is of the utmost importance to us.

### **(1) 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 to us as this is necessary to conclude and execute any agreement with you. This applies both to our (potential) customers and to parties with 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, to be able to deliver goods or to be able to carry out work for you. Provide invoices and communicate with you smoothly and efficiently about the implementation aspects of the agreement.

If you are a (potential) supplier or other 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, you can send us a request for a quotation or we can place an order, we can pay your invoices and 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 insufficient personal data, then it is possible that we can not perform the aforementioned activities.

### **(2) Transfer to third parties**

In connection with the execution 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. We also use external server space for the storage of (parts of) our sales and purchasing administration, which includes your personal data. Your personal data is therefore provided to our server room provider. We also use Microsoft Office and the associated storage facilities for e-mails and other files.

### **(3) Retention period personal data**

If you have requested a quote from us but you have not become a customer with us, we will delete your data no later than one year after our last contact. Even if we have received a quotation from you, but we have not become a customer of you, your personal data will be deleted at the latest one year after our last contact. If you have become our client or we are with you, we will retain 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 Tax Authorities. After this period we will delete your personal data.

#### **(4) 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 data or to change inaccuracies. You also have the right to request that we delete your personal data or limit the use of your personal data. Finally, you can request us to obtain your personal data or transfer that data to another person. To exercise your rights you can contact: [stc@stcbv.nl](mailto:stc@stcbv.nl). You can also contact us with questions or for more information about the collection and use of your personal data.

May 8, 2018