

Settels Savenije - privacy statement for business relations (customer, prospect, supplier, consultant, etc.), versie 1.00.

At Settels Savenije we attach great importance to protecting the personal privacy of all people whose data we process. We treat and protect this data with the utmost care, in accordance with the applicable laws. We do everything in our power to protect the data supplied to us against loss, destruction, publication, unauthorised access or improper use. In this privacy statement we explain who we are and why we require your personal data, which data we process, how and for how long we process it, who we can pass it on to, what your rights are and how you can exert them. This privacy statement is intended for you if you are:

- a contact at one of our (potential) customers of one or more services of Settels Savenije;
- a contact at one of our (potential) suppliers;
- an external (technology) consultant, trainer or a contact of one of our external audit or consultancy companies;
- a contact who was given as a reference by applicants at Settels Savenije;
- a contact of any authority (company, government, tax-authority, professional organisation of employers or employees, school, university, partner, etc.) with whom we (wish to) enter into a form of contact or collaboration and whose personal data we process.

If you choose to provide us with your personal data, we will use this information in accordance with this privacy statement.

a. who we are

The following partnerships (jointly referred to as Settels Savenije): Settels Savenije Group of Companies B.V., Settels Savenije van Amelsvoort B.V., Settels Savenije Advanced Systems B.V., Settels Savenije & Friedrich B.V., Settels Savenije Engineering Services B.V. en Settels Savenije Precision Parts (former Bakker Fijnmetaal), are each responsible for the processing of your personal data (Controller in the sense of the GDPR).

b. when do we process your personal details?

We process your data as soon as you provide them to us. This can be done by e-mail, text message, verbally (by phone, in a Settels Savenije office, during a visit to your company, at an event, training course, etc.), through giving us your business card or in any other possible way. This also happens when you are registered as a contact for our services by your company or organisation. If you have made your personal data public, e.g. via social media such as LinkedIn, and such information indicates that you are interested in (working for) us or you are interesting for us, we might contact you to ask you whether you are interested in registering with us. If you are not interested and there is no other legal ground for us to process your personal data, your data will only be used in order to meet your wish not to be approached by us, after which they will be deleted.

c. why do we need your personal details?

We process your personal data for the purposes mentioned below and will not use this data for other purposes without informing you in advance and, if necessary, asking your permission. We process your personal data based on your consent, to the extent necessary for the performance of a contract to which you or your company is a party or in order to take steps at your request or at the request of your company prior to entering into a contract. We can also process your personal data to the extent necessary for compliance with the legal obligations to which we are subject or to the extent necessary for the purposes of the legitimate interests pursued by us or by a third party.

More specifically, we use your personal data to, as the case may be,

1. be able to provide you with information about the services and other activities of Settels Savenije and to be able to align these better to your needs and wishes or those of your company or organisation;
2. enter into a professional relationship with your company or organisation, to enter into and maintain a service agreement and to enable its realisation;
3. exchange information with you about offers, project planning and project performance as well as of the invoicing and accounting;
4. approach you for commercial offers, newsletters, events, workshops and other Settels Savenije promotions/marketing campaigns that may be of interest to you;
5. contact you for taking references and assessing the profile and the suitability of a candidate who has given us permission to approach you for this;
6. contact you in your position at a public institution (government, university, professional federation, etc.) to look after the interests of Settels Savenije;
7. guarantee company safety. To this end we may, for instance, check your identity when accessing one of our offices. We can also check the activities in our systems to prevent misuse of the information of our databases and to protect our interests and those of all people included in our databases;
8. meet management objectives, including providing management information, carrying out internal checks to prevent fraud and to carry out (internal/external) audits and accounting audits;
9. allow you to exert your rights (also see point h) and to indicate later on that we acted upon these rights.

We use and process your personal details, depending on the type of processing, on the basis of:

1. our (pre)contractual relationship and all related statutory obligations of Settels Savenije: if we negotiate or enter into an agreement with you or your company or organisation, we need certain information from you or from a person involved in your company or organisation to be able to submit and discuss a suitable offer and to be able to prepare this agreement, draw it up and then carry it out correctly. If you do not want your personal data to be processed as part of this, we cannot enter into service with you. In the realisation of a project agreement we communicate our contact details or those of specific

people of your company or organisation to our staff so they know who to contact when they introduce themselves or are going to start and/or perform their task.

2. the legitimate interest of Settels Savenije or of a third party: if necessary, we use your details to meet justified interests of Settels Savenije or of third parties. This can be done, for instance, to offer and promote all services, and/or provide you with informative messages that are in line with what you can reasonably expect to receive from us in the context of our existing or possible future relationship. This can also be done for access or internal control and audits to guarantee the safety and continuity of our systems and partnerships. This legitimate interest is also present when we need to file your data as part of establishing, implementing or substantiating a possible legal procedure.

d. which of your personal data do we process?

We first and foremost process your personal data that are necessary for enabling the correct realisation of our services: your name and surname, your professional address and your professional contact details (telephone or mobile phone number and e-mail address). Additional data (e.g. job, job title, competence, etc.) is not always necessary but may be useful as part of further developing our business relations or to better align our services and commercial actions to your interests, wishes and needs. Other data is fully optional and only focuses on maintaining a good personal relationship with you (e.g. your birthday, your hobbies, etc.). If you choose to share these personal data with us then we can process this in our database. We advise you to pass on any changes in your personal data as soon as possible.

e. who do we share your personal data with?

Only if necessary for the realisation of objectives mentioned under point c, for the execution of the existing agreement, observing the statutory requirement (of Settels Savenije or of a third party) or the protection of a justified interest (of Settels Savenije or of a third party) can Settels Savenije transfer some of your personal details:

1. to all other partnerships of the Settels Savenije group, for among other reasons:
 - the realisation of the objectives of our professional relationship;
 - internal service (administrative tasks such as invoicing, customer and supplier accounting, credit control, etc.);
 - promotions and marketing campaigns as part of our service;
2. to the holding company of Settels Savenije, or other partnerships in the Settels Savenije group for among others:
 - management information;
 - internal audits;
 - internal services;
 - screening people as part of the European legislation on financial sanctions (financing terrorism);
3. to subcontractors or suppliers of Settels Savenije, for among others:
 - providing services or carrying out tasks and orders on behalf and at the expense of Settels Savenije (e.g. IT providers, cloud providers, research bureaus, entrance security access, etc.);
 - providing services to Settels Savenije as part of employment (e.g. external medical prevention services, ...);
4. to our auditors, audit and certification agencies, for among others:
 - audit of our annual accounts;
 - obtaining and preserving certain certificates;
 - audit of subsidy dossiers (e.g. European Social Fund);
5. to various public bodies, in the context of inspections and investigations, such as, among others:
 - federal and regional inspection services and accreditation bodies;
 - social security departments;
 - tax authorities;
6. to all other third parties we are obliged to by law, court order or decree.

Settels Savenije will not sell, lease or make your personal data available for commercial purposes to third parties, unless you have given prior consent.

As Settels Savenije develops its business, Settels Savenije may sell or buy activities or assets. In case of a sale, merger, reorganisation, dissolution or similar event, your personal data and other information may be part of the transferred assets.

If our suppliers process your personal data for Settels Savenije, they act as processors as laid down in the GDPR. We conclude a processing agreement with these processors and do everything in our power to ensure that they sufficiently protect your personal details. To the extent permitted by law your personal data may in certain cases be transferred to a country outside the Netherlands and the European Union. Settels Savenije takes the necessary contractual and technical security measures to ensure that all personal data passed on are adequately protected against loss or unlawful processing.

f. how long do we keep your personal details?

Your personal data are kept for the time required for the execution of the objectives described under point c and for the observance of our legal obligations. Your personal data are not kept longer than necessary for the purposes for which they are or have been processed.

g. security measures?

Settels Savenije does everything in its power to optimally protect your personal data against unlawful use. We do this on the basis of physical, administrative and technological measures. For example: only authorised persons get access to our offices and our systems, and access is limited to the systems they require for professional purposes. These people must know our internal policy on privacy and

data protection and are required to apply it correctly. If and insofar as data is provided to third parties, Settels Savenije agrees with these third parties that they will also optimally protect the personal details.

h. your rights

You can request access, correction, restriction, portability or removal of the data that Settels Savenije processes about you at any time by sending a request to: general@sttls-archive.nl or contact us by phone on +31 40 8512000. If you feel that we do not comply with the applicable privacy rules you have the right to lodge a complaint with a competent data protection authority. If we correct or remove personal data on your request, we will inform all third parties to whom these data were provided of such correction or removal, unless this would involve disproportionate effort.

i. cookies

On our domain www.sttls.nl we use cookies and web statistics. We do this to view how visitors use our website. This information helps us improve the site. A cookie is a file stored on your computer. These cookies can be recognized during a future visit to our website.

j. questions, remarks, complaints and data leaks

If you have any questions, remarks or complaints about the protection of your personal data by Settels Savenije or about this privacy statement, please contact our company.

k. changes

Settels Savenije can for various reasons make improvements, additions or changes to this privacy statement. The most up-to-date version can always be viewed on the Settels Savenije website, <http://www.sttls.nl/privacy-statement>. This version was drawn up in May 2018.