

## **PRIVACY AND COOKIE STATEMENT**

(for the purpose of customer and supplier administration and other business relations)

### **Collection and use of personal data belonging to customers, suppliers and other contractors**

We would like to draw your attention to the fact that we will collect and use the personal data you provide to us because this is necessary to conclude with you and perform a possible agreement. This applies to both our (potential) customers and to parties from which we purchase goods and/or services.

If you are a (potential) customer of ours, we will use your data to be able to send you an offer, to be able to determine what specifications or wishes certain goods or services must satisfy, in order to be able to deliver goods or carry out the activities for you, in order to be able to invoice you and to be able to communicate with you quickly and efficiently concerning the implementation aspects of the agreement.

If you are a (potential) supplier or another contractor, your personal data are also required for concluding and performing the agreement. In case of purchasing, this is necessary in order to be able to inform you what specifications or wishes certain goods or services should satisfy in our opinion, to be able to send a request for an offer or to place an order with you, to be able to pay your invoices and to be able to communicate with you quickly and efficiently concerning other aspects of the agreement.

You are not obliged to provide your personal data to us. If you do not provide personal data to us or provide us with insufficient personal data it may be the case that we will not be able to carry out the abovementioned activities.

### **Direct marketing to customers:**

If you place regular orders with us, we will store and use the personal data you have provided in order to be able to inform you personally by e-mail in the future of our existing and new products and services and possibly make you an offer in this connection. We have a legitimate interest in using your personal data for this purpose, namely selling our products and services. Every time we send you a marketing e-mail, you have the option of informing us that you no longer wish to receive such e-mails. See in this connection the opt-out link at the bottom of each mailing.

If you are a one-off client of ours we will only send you marketing e-mails if you have granted us your approval to do so in advance.

### **Retention period personal data belonging to customers, suppliers and other contractors**

If you requested an offer from us, but you did not become a customer of ours, we will remove your data at most one year after our last contact. We will also remove your personal data at most one year after our last contact if we received an offer from you but we did not become your customer. If you did become our customer or we did become your customer, we will retain your personal data for a term of seven years after the end of the financial year in which the agreement with you was performed. The period of seven years corresponds to the period for which we are obliged to keep our records for the Tax and Customs Administration. We will remove your personal data after this period has ended.

### **Collection and use of personal data belonging to business clients (other than customers, suppliers and other contractors)**

We would like to draw your attention to the fact that we will collect and use the personal data you provide to us because you have consented thereto or because this is necessary in order to look after our legitimate interests. We process the following data: name, address and contact details.

If you are a business relation of ours, we will use your data to be able to contact you for purposes that are in the interest of our business. This includes for example discussion of a possible collaboration, providing and obtaining information and maintenance of our network.

You are not obliged to provide your personal data to us. If you do not provide personal data to us or provide us with insufficient personal data it may be the case that we will not be able to carry out the abovementioned activities.

**Direct marketing to business clients**

If you have granted us your approval to do so, we will store and use the personal data you have provided in order to be able to inform you personally by e-mail in the future of our existing and new products and services and possibly make you an offer in this connection. Every time we send you a marketing e-mail, you have the option of informing us that you no longer wish to receive such e-mails. See in this connection the opt-out link at the bottom of each mailing.

**Retention period personal data belonging to business relations**

Personal data belonging to business relations will be removed one year after our last contact.

**Cookies**

Cookies are small text files that are placed on your computer, tablet or smartphone during the visit to our website. Information is stored in these text files that is later recognised again by the website during a subsequent visit.

Our website uses tracking cookies if you have consented thereto. We do so to collect information about your internet behaviour so that we can present you with targeted offers of products or services. You have the right to withdraw your consent at any time. Your data are stored for at most one year.

We also place functional cookies. We do so in order to make it easy to use our website. This includes matters such as keeping products in your shopping cart or remembering your login details during your visit.

Analytical cookies allow us to see what pages are visited and what sections of our website receive clicks. We use Google Analytics for this purpose. The information collected by Google in this way is anonymised as much as possible.

**Transfer to third parties**

In connection with the performance of a possible agreement with you it may be necessary to provide your personal data to parties that supply parts, materials or products to us or who perform activities on our instructions. We furthermore make use of external server space for the storage of (parts of) our sales and purchasing records and our records of business relations. Your personal data are part of these records. Therefore your personal data are provided to the service space provider. We also use Microsoft Office and the related storage facilities for e-mails and other files.

**Your rights**

You have the right to request to inspect your own personal data. If there is reason to do so, you may also request us to supplement your personal data or to correct inaccuracies. You also have the right to request that your personal data be deleted or that the use of your personal data be limited. You can also submit an objection to the collection and use of your personal data to us or submit a complaint to the Dutch Data Protection Authority. And finally, you have the right to request to obtain your personal data or that they are transferred to another party. In order to be able to exercise your rights, you can apply to us via [info@tegeno.pl](mailto:info@tegeno.pl) / +48 412787270. Naturally you can contact us if you have questions or require further data concerning the collection and use of your personal data.

## **PRIVACY STATEMENT (for the purpose of personnel and payroll administration)**

### **Collection and use of personal data belonging to job applicants, temporary employees/payroll employees, trainees and employees**

We would like to draw your attention to the fact that we will collect and use the personal data you provide to us because this is necessary for following the selection procedure or to (possibly) conclude with you and perform an employment contract / traineeship agreement / temporary employment contract. In addition, certain personal data are required for compliance with and implementation of the provisions of the CLA that applies to us. We also collect and use your personal data to be able to comply with certain statutory obligations. These statutory obligations are related for example to the determination and payability of taxes and employee contributions.

This necessity means that you are obliged to provide to us the personal data required for this purpose. If you do not provide us with personal data or provide us with insufficient personal data, we may not be able to go through a selection procedure with you, (possibly) conclude and implement an employment contract / traineeship agreement / temporary employment contract with you or comply with our statutory obligations.

If you are an employee, a payroll employee or a trainee, we will use your data for drawing up, performing and terminating the employment contract or the traineeship agreement or the employment relationship. This includes among other things:

- a) the handling by human resources;
- b) determination and payment of salary, allowances and other amounts; and
- c) determination and payment of any taxes, contributions and other tax obligations for your benefit as an employee or trainee.

If you are a job applicant, we will use your personal data to be able to communicate with you about the progress of the selection procedure, the assessment of your suitability for a position that is or may become vacant and the possible settlement of the expenses incurred by you.

If you are a temporary worker, we will use the data we obtain from the temporary employment agency for the assessment of your suitability for a position that is or may become vacant and for the performance of the temporary employment contract.

### **Transfer to third parties**

It is possible that we transfer your personal data to other parties. These other parties may be government bodies, but also parties that carry out activities on our instructions or parties to which we are obliged to provide data in connection with the (performance of the) employment contract. It concerns the following parties;

- the Tax and Customs Administration;
- the Employee Insurance Agency (UWV);
- our occupational health and safety service/company doctor;
- the Social Affairs and Employment Inspectorate;
- the Pension Fund;
- the sick leave insurer;
- our accountant/bookkeeper/payroll administrator;

The provision of your personal data to another party is sometimes necessary in order to be able to comply with the law, as is the case when transferring to the Tax and Customs Administration, UWV, the occupational health and safety service/company doctor, the (mandatory) Pension Fund and the Social Affairs and Employment Inspectorate.

In other cases, transfer is necessary to be able to perform the employment contract with you, in the case of transfer to the lease company, for example. We have a legitimate interest in transferring your data to our sick leave insurer, namely that this allows us to claim insurance benefits.

There are also parties that carry out activities on our instructions, such as the accountant/bookkeeper/payroll administrator. We have a legitimate interest in transferring your data in this manner. These activities have been outsourced (inter alia) in connection with the knowledge and expertise held by our accountant/bookkeeper/payroll administrator. The accountant/bookkeeper/payroll administrator requires your personal data in order to be able to perform the employment contract concluded with you.

We furthermore make use of external server space for the storage of (parts of) our personnel and payroll administration, which includes your personal data. Your personal data are therefore provided to our service provider. We also use Microsoft Office and the related storage facilities for e-mails and other files. We have a legitimate interest in these two instances of transferring because we wish to store and process these data digitally and outsourcing this provides several benefits.

#### **Retention period personal data**

We will delete your application data at most 4 weeks after the selection procedure has ended, unless you grant us your approval to retain your data for a period of at most 1 year.

The personal data from the payroll records that are relevant for tax purposes will be kept by us for a period of 7 years after you have left employment. This retention period is related to a statutory obligation that applies to us. We will retain payroll tax statements and a copy of your identity document for a period of 5 years after the end of your employment. This retention period is also related to a statutory obligation that applies to us.

As regards other data from the personnel or payroll records, we apply a retention period of at most 2 years after your employment has ended, unless it becomes clear that we require certain personal data in order to be able to comply with a statutory (retention) obligation or in case of a conflict in the workplace or legal proceedings. 'Other data from the personnel or payroll records' include employment contracts, reports of assessment and performance interviews, correspondence regarding appointment, promotion, demotion and dismissal, references and administrative absence data.

#### **Your rights**

You have the right to request to inspect your own personal data. If there is reason to do so, you may also request us to supplement your personal data or to correct inaccuracies. You also have the right to request that your personal data be deleted or that the use of your personal data be limited. You can also submit an objection to the collection and use of your personal data to us. If you are of the opinion that we do not handle your personal data correctly, you have the right to submit a complaint in respect thereof to the organisation that monitors compliance with the privacy rules, which is the Dutch Data Protection Authority. And finally, you have the right to request to obtain your personal data or that they are transferred to another party.

You cannot exercise the rights referred to above in all circumstances. You cannot object or request deletion if we require your personal data to comply with the law for example.

In order to be able to exercise your rights, you can apply to [info@tegeno.pl](mailto:info@tegeno.pl) / +48 412787270. Naturally you can contact us if you have questions or require further data concerning the collection and use of your personal data.