

**Privacy Statement De Jong & Partners Venlo B.V.  
for clients / business relations**

De Jong & Partners B.V. (hereinafter: “De Jong & Partners”) respects your personal data and ensures that personal data is processed correctly. The following implements the duty set out in the GDPR to inform data subject(s) about their personal data processed by De Jong & Partners.

**Controller contact details**

This Privacy Statement covers the processing undertaken by De Jong & Partners.

Organisation details

Name: De Jong & Partners Venlo B.V.  
Office address: Floralaan 9, 5928 RD Venlo  
Postal address: Floralaan 9, 5928 RD Venlo  
Chamber of Commerce number: 12036493  
General telephone number: 077-3971811  
General e-mail address: info@dejongenpartners.com  
Website: www.dejongenpartners.com

If you have any questions or if you wish to exercise your individual rights then please contact the privacy contact person below.

Privacy contact person details

Contact person: Mr A. Vermuë  
E-mail address: avermue@dejongenpartners.com  
Telephone number: 077-3971811

**The personal data that is processed**

De Jong & Partners processes the following data regarding your company or your company’s contact persons:

- first and last name as well as the contact persons’ position;
- e-mail address(es);
- (mobile) telephone number(s) for the company/contact persons;
- head office/warehouse address details;
- bank account number;
- CCTV images in the event of visiting the offices of De Jong & Partners;
- vehicle registration plate for carriers.

**Purposes of processing**

De Jong & Partners gathers your personal data primarily to be able to perform – in the broadest sense of the word – the contract that De Jong & Partners has concluded with your company.

The purposes of processing your personal data by De Jong & Partners are as follows:

- to establish and maintain contact with you (by post, telephone and e-mail);
- to ensure correct administration and internal control;
- to coordinate the transportation of goods with you;
- to record and discuss the product requirements with you;
- to inform you about any relevant developments at De Jong & Partners;
- to guarantee your safety and that of other persons and goods.

De Jong & Partners only processes the personal data obtained for the aforementioned purposes.

### **Legal grounds for processing**

Processing within the framework of the aforementioned purposes is undertaken on the basis of a minimum of one legal ground. These legal grounds are explained below.

#### Contract performance

In many cases De Jong & Partners processes your personal data in order to perform the contract, examples of which are the gathering/processing of data such as name/position of the contact person, name and address details and bank account number.

#### Compliance with a legal obligation

De Jong & Partners processes personal data in order to meet its legal obligations, examples of which are the gathering/processing of data within the framework of complying with tax obligations, obligations arising under the Netherlands food and consumer products legislation (or related EU legislation) or administrative obligations.

#### Legitimate interest

In addition, the processing of your personal data can in some cases be necessary in order to protect the legitimate interests of De Jong & Partners or of a third party.

De Jong & Partners uses CCTV to protect its premises and the building. The CCTV images are retained for a period of 2 weeks and are only used for this purpose.

### **Personal data protection**

De Jong & Partners regards the security and protection of your personal data as extremely important and, with due regard for current technology, we implement appropriate technical and organisational measures in order to guarantee a level of protection to match the risk.

### **Retention period**

De Jong & Partners shall retain data for a period of five years after the end of the contract or completion of the order.

In accordance with the statutory retention period, De Jong & Partners retains administrative and tax information for a period of between 5 and 7 years after the contract has been completed.

In appropriate cases the retention period can be longer in the event that the relevant data has longer relevance and De Jong & Partners has a legitimate interest in a longer retention period.

De Jong & Partners adopts the fundamental principle that your personal data may not be retained for longer than is strictly necessary for the purposes for which your personal data is being gathered. De Jong & Partners will erase your personal data when it is no longer relevant for the stated purposes.

### **Recipients of personal data**

De Jong & Partners only shares your personal data with third parties insofar as necessary for the performance of the contract and with due regard for the aforementioned purposes. Examples of this are the purchasing of end products from third parties and/or arranging for semi-finished products or packaging to be developed/manufactured, or when arranging transportation.

In addition, De Jong & Partners can disclose personal data to a third party, such as a regulator or another body invested in public authority, insofar as a legal obligation exists to do so. Examples of this are the Netherlands Food and Consumer Product Safety Authority for the testing of products, the tax authorities and/or other government agencies.

De Jong & Partners uses online applications for order administration and barcode management. In addition, De Jong & Partners uses a carrier/client portal in which data relating to transportation of products can be viewed.

A processing agreement is concluded with third parties who process personal data on behalf of or on the instructions of De Jong & Partners, as a result of which that third party is also obliged to comply with the GDPR. Third parties engaged by De Jong & Partners, who provided services as a Controller, are directly responsible for GDPR compliance in respect of the (further) processing of your personal data.

### **Transmission of personal data to a third country outside of the European Union**

In the case of good transport, the delivery address details and the names of the contact persons (at the relevant delivery address) are transmitted to the carrier. A carrier is often based within the European Union. De Jong & Partners shall make appropriate arrangements for monitoring compliance with the GDPR insofar as there is transmission of data outside of the European Union.

### **Your rights**

You have various rights relating to personal data under the GDPR:

- the right to inspect and copy;
- the right to rectification;
- the right to data erasure;
- the right to restrict processing;
- the right to object to processing;
- the right to data portability;
- the right to not being subjected to automated decision making.

If you wish to exercise your rights you can submit a request via the contact details provided in this Statement. Note: the aforementioned rights are not absolute. In other words De Jong & Partners is not required to grant a request to exercise one of the aforementioned rights in all cases.

You will be informed within 1 month after De Jong & Partners has received a request from you for one of the aforementioned rights to be exercised. De Jong & Partners will inform you whether and how your request will be implemented and if it is not to be implemented you will be informed of the reason why. The response time can be extended if this is necessary in connection with the request. In that case, within 1 month De Jong & Partners will notify you of the period within which you can expect a response. In principle, there is no cost associated with the exercising of your right(s).

#### **Submitting a complaint to the regulator**

Despite the careful approach adopted by De Jong & Partners it is possible that you have a complaint about the way in which your personal data is being processed. In that case, you can submit a complaint to the regulator. In the Netherlands the Dutch Data Protection Authority is the regulator with regard to the processing of personal data. The contact details for the Dutch Data Protection Authority can be found on the website [www.autoriteitpersoonsgegevens.nl](http://www.autoriteitpersoonsgegevens.nl).

#### **Changes**

The Privacy Statement as set out in this letter can be changed. Such changes shall be notified to you in a timely manner by e-mail/via the Staff Handbook or via another means. If you have any further questions as a result of this Privacy Statement then please contact the privacy contact person.

Yours sincerely,

De Jong & Partners B.V.