

# Privacy Statement Hencon Group

May 2018



## Privacy Statement customer and supplier records

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### Privacy Statement Hencon Group

Hencon BV  
Hencon Industries BV  
Hencon Machinefabriek BV  
Hencon Forestry BV

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

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We wish to inform you that we collect and use the personal data you disclose to us because this is necessary in order to enter into and perform any contract with you. This applies to our (potential) customers and to parties from whom we purchase goods and/or services.

If you are a (potential) customer of ours, we use your data in order to be able to send you a quotation, to determine which specifications or requirements a particular good or service has to fulfil, to deliver goods or carry out work for you, to invoice you and to communicate smoothly and efficiently with you regarding aspects of the performance of the contract.

If you are a (potential) supplier or another contractor, your personal data will also be required in order for us to enter into and perform the contract. In the case of purchasing, this is necessary in order for us to be able to inform you which specifications or requirements a particular good or service must, in our view, fulfil, as well as to be able to send you a request for a quotation or place an order with you, pay your invoices and to communicate with you smoothly and efficiently regarding other aspects of the contract.

You are not obliged to disclose your personal data to us. However, if you disclose insufficient personal data or no personal data at all, we may be unable to carry out the aforementioned tasks.

## Transfer to third parties

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If we are asked to perform a contract, we may be required to disclose your personal data to parties which supply us with parts, materials and products or carry out work on our behalf. We also use space on external servers to store (some of) our sales and purchasing records, including your personal data. Your personal data are therefore disclosed to our server space provider. We also use Microsoft Office and related storage facilities for emails and other files. Finally, because we use a newsletter mailing service, your personal data are transferred to the provider of that service.

## Direct marketing

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If you order from us regularly, we will store and use the personal data you have provided to inform you personally by email of our existing and new products and services in the future, as well as notify you of any offers. We have a legitimate interest in using your personal data for this purpose, i.e. the sale of our products and services. Whenever we send you a marketing email, you can opt out of receiving these in future.

## Retention period for personal data

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We keep your data for a period of eight years after the end of the financial year in which the performance of the contract with you was completed or in which we last had contact with you. The period of eight years is the same as the length of time we are required to keep our records for the tax authorities. Once this period has expired, we will erase your personal data.

## Your rights

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You have the right to ask us to let you view your personal data. Where justified, you may request that we add to your personal data or correct any inaccuracies. You also have the right to request that we erase your personal data or restrict the use of your personal data. You can object to the collection and use of your data by filing an objection with us or by complaining to the Dutch Data Protection Authority (Autoriteit Persoonsgegevens). Finally, you may request that we obtain your personal data or transfer that data to another party. To exercise your rights, please contact:

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Please do not hesitate to contact us if you have any questions or require any further information about how we collect and use your personal data.

**Hencon B.V.**