



# hermeta

## General Privacy Statement

**Hermeta Holding B.V. / Hermeta Groep B.V. / Hermeta Metaalwaren B.V. / Hermeta Gevelbouw B.V. / Hermeta Interieur Partners B.V. / House of Hermeta B.V. (hereinafter referred to as “Hermeta”).**

Hermeta processes your personal data carefully, safely and reliably. We think it is important that you have confidence in our organization. That is why we are happy to do everything to protect your privacy. The rules on protecting your privacy are laid down in the General Data Protection Regulation, whereby the Dutch Data Protection Authority supervises compliance with the law. Hermeta acts within the framework of the law.

**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 implement 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 perform activities for you, to be able to invoice and to be able to 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 be able to let you know to which specifications or wishes a particular item or service in our opinion must comply, send a request for a quotation or place an order with you, to be able to pay your invoices and communicate with you in a fluent and efficient manner about other aspects of the agreement.

You are not obliged to provide us with your personal data. If you provide us with no or insufficient personal data, then it is possible that we can not perform the aforementioned activities.

### **Transfer to third parties**

In connection with the implementation 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 behalf. We also use external server space for the storage of (parts of) our sales and purchasing administration, of which your personal data forms a part. 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. Because we use a newsletter mailing service, your personal data will finally be passed on to the provider of this service.



### **Direct marketing**

If you order from us on a regular basis, we will store and use the personal data you provide to inform you personally in the future by e-mail of our existing and new products and services and to make an offer for this. We have a legitimate interest in the use of your personal data for this purpose, namely to market our products and services. Every time we send you a promotional e-mail, you have the opportunity to let us know that you are no longer interested. See the unsubscribe link at the bottom of each e-mail.

If you are a one-time customer with us, we will only send you promotional messages if you have given us your permission in advance.

### **Retention period for 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 customer or we have become your customer, we will keep your personal data for the duration of seven years after the end of the financial year in which the agreement with you has been fully implemented. 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.

### **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 your personal data be removed or to limit the use of your personal data. You can also object to the collection and use of your data or file a complaint with the Dutch Data Protection Authority.

Finally, you can request us to obtain your personal data or transfer that data to another person. To exercise your rights, you can contact:

**Hermeta, c/o GDPR coordinator, 1e Industrieweg 1, 4147 CR Asperen, Tel: 0345-634888,  
e-mail address: avg@hermeta.nl**

To prevent abuse, we ask you to adequately identify a request for inspection, modification or removal by sending a copy of a valid proof of identity. Do not forget to hide your BSN (social security number) and your passport photo on the copy. For example, you can use the 'Copy ID' app for this. You can also contact us with questions or for more information about the collection and use of your personal data.

If changes occur in our privacy statement, we will publish the amended statement on our website.

24 May 2018

