

## **PRIVACY STATEMENT NB EUROPE B.V.**

### **Privacy statement**

NB Europe B.V. (hereinafter: NB Europe), respects your privacy and understands that you find it important that your privacy is not violated. We therefore do everything in our power to treat and process the data you provide us with confidentially. Our starting point is to treat and process as little of your data as possible; all in the interest of your privacy.

The provisions of this privacy statement apply to what takes place on our website (<http://www.nbeurope.com/>), if you contact us via the website using the contact form or email, and/or if you, as a client, enter into a relationship with us.

We advise you to read this statement carefully so that you know exactly what we are doing to protect your privacy. Should you still have any questions after reading this privacy statement, we would be pleased to hear from you via [info@nbeurope.com](mailto:info@nbeurope.com). You can, of course, choose to call us +31-252-463-200.

### **Contact details NB Europe**

NB Europe B.V.

Boekweitstraat 21

2153 GK Nieuw-Vennep

Nederland

T: +31-252-463-200

E: [info@nbeurope.com](mailto:info@nbeurope.com)

### **Reference**

If you have concluded a contract for services with us, it will refer you to this privacy statement on our website. Also, this privacy statement can be viewed on our website at any time.

### **Main points**

With respect to our website, you can expect from us that:

1. We do not monitor visitors to our website. That is to say; we only keep track of how many visitors our websites attract.
2. We do not check and/or process your IP address.
3. We do not check and/or process from where you visit our website.
4. We do not use cookies on our website.

### **Contact moments**

If you contact us by email and/or via the contact form on our websites, we will treat this information confidentially. While we will register your email address, name and possibly telephone number, these will only be used for the purpose for which you contact us. That is to say, we must be able to reach you

in order to answer your question. If we have answered your question, we will either delete the data or store it in the file if the contact moment leads to cooperation. In the event of cooperation, we will conclude an order confirmation/agreement with you, in which we again include provisions on how we handle your privacy data.

We will not use the data you provide to make unsolicited contact with you, nor will we send you an unsolicited newsletter or information about our company.

If cooperation is established between you and our company, we will only store your data to the extent and for the duration necessary for the execution of the contract for services.

If no cooperation is established, we will delete your data as soon as we discover that no cooperation results from the contact moment that you have had with us.

If you become a client of our company, we will retain your data until the client relationship with you ends. We will also delete your data at your request, with due observance of the statutory retention periods.

### **Data processed**

NB Europe may process your personal data because you have provided it by completing the contact form on our website or because you use the services of our company. By using our services, you consent to the processing of personal data by NB Europe.

NB Europe may process the following personal data:

- First name and surname
- Address particulars
- Telephone number
- Email address
- Date of birth
- Bank details
- Citizen service number (BSN)

### **Legal bases for data processing**

The personal data of clients are processed on the basis of the 'execution of a contract', namely: the contract of services concluded between the client and NB Europe. If no contract of services has yet been concluded between the parties, but its conclusion is expected, the personal data of the (future) client will be processed on the basis of a 'legitimate interest'.

Data of (potential) future clients that complete the contact form on the website is processed on the basis of a 'legitimate interest'; after all, the personal data of these prospects are processed in order to (possibly) conclude an agreement between the parties.

Finally, personal data relating to invoices, among other things, are processed on the basis of a 'statutory obligation'.

### **Purpose of data processing**

NB Europe processes your personal data in the context of the execution of a contract of services concluded with you, which also includes contacting you by telephone or in writing (by email or post) in connection with this agreement. In the event that no agreement has yet been concluded, NB Europe will process your personal data in order to enable the conclusion of such an agreement.

Personal data relating to invoicing are processed in order to facilitate invoicing and to comply with the statutory obligation regarding the retention period.

### **Retention period**

NB Europe will store your personal data no longer than strictly necessary to achieve the purposes for which your data is collected. This means that your personal data will be deleted immediately as soon as the client relationship with you comes to an end.

The personal data that are stored on the basis of a statutory obligation, such as the financial documents and invoices, are stored for the statutory retention period of 7 years.

### **Sharing with third parties**

NB Europe only provides your personal data to third parties if this is necessary for the execution of the agreement with you, or in order to comply with a statutory obligation. In order to be able to guarantee your privacy, NB Europe has concluded processing agreements with all processors of personal data to whom these operations are outsourced by our company.

### **Accessing, correcting or deleting data**

You have the right to access, correct or delete your personal data at any time. You can send a request for access, correction or deletion to [info@nbeurope.com](mailto:info@nbeurope.com). NB Europe will respond to your request as soon as possible, and in any event within three weeks.

### **Lodging a complaint**

If NB Europe does not comply with the above, you have the right to lodge a complaint with the Dutch Data Protection Authority (AP).

### **Protection**

Because we conduct a lot of electronic communication and store your data on our computers or in the cloud (only with reputable parties who offer an optimum level of security), the risk exists that your data could be accessed by third parties (hackers, for example). We do everything we can to minimise this risk, however. Our website, for example, has a so-called SSL certificate, meaning that the data is encrypted and cannot easily be accessed by third parties.

Additionally, we use virus scanners, ensure that the software we use is up to date and only work with software suppliers who offer a high level of security.

We have also paid specific attention in physical and organisational terms to the confidentiality of the information you provide to us.

Finally, we have made clear agreements with the parties with whom we work about your privacy.

If you suspect that your data is not secure, or that there are indications of misuse, or if you would like more information about the security of the personal data collected by us, please contact us via [info@nbeurope.com](mailto:info@nbeurope.com).

**Finally**

We hope to have provided you with sufficient insight into our working methods and practices with regard to your privacy. We reserve the right to change this statement, so we advise you to read this page regularly.

**Disclaimer**

This disclaimer applies to the website of NB Europe and all independent companies operating under the name of NB Europe.

Although great care has been taken in developing this website, the texts on it and our emails, NB Europe accepts no liability for the consequences of ambiguities, incompleteness or inaccuracies. All the texts on our website are exclusively intended for general use. The reader cannot use these texts or regard them as advice.

NB Europe makes every effort not to spread viruses via this website or via its emails. If this does happen, however, NB Europe accepts no liability for any damage resulting therefrom. It is your own responsibility to adequately protect your electronic devices against potential viruses.

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