PRIVACY STATEMENT SBA BEVEILIGING B.V.

SBA Beveiliging B.V. located at the Veluwehaven 7, 3433 PW Nieuwegein is responsible for the processing of personal data as shown in this privacy statement.

Contact details: SBA Beveiliging B.V. Veluwehaven 7 3433 PW Nieuwegein Phone number + 31 (0)30 60 11 777 Website <u>www.sbabeveiliging.nl</u> Email <u>info@sbabeveiliging.nl</u>

Personal data

SBA Beveiliging B.V. processes your personal data after you have decided to use our services.

Below you find an overview of the personal data we process:

- company name
- first and last name
- address data
- phone number
- email address
- IP address.

The reasons of processing your personal data

SBA Beveiliging B.V. processes your personal data in order to be able to perform our services correctly. Personal data are used for the following purposes:

- to be able to call or email you if necessary to carry out our services
- to deliver goods to you and to be able to execute services
- for sending invoices
- to inform you about changes concerning our services or products
- to send our newsletter.

Automated decision-making

SBA Beveiliging B.V. will not make decisions on the basis of automated processing. These are decisions made by computer programs without a personal initiative by an employee of SBA Beveiliging B.V.

Period of storing your data

SBA Beveiliging B.V. does not store your personal data longer than strictly necessary to achieve the purposes your data is collected for. We use a retention period of 7 years for your personal details and address details in accordance with the guidelines of the tax authorities.

Sharing personal data with third parties

SBA Beveiliging B.V. only provides data to third parties if this is necessary for the execution of our agreement with you or to comply with a legal obligation. SBA Beveiliging B.V. does not sell your information to third parties.

Cookies or similar techniques

SBA Beveiliging B.V. does not use cookies or similar techniques.

View, modify or delete data

You have the right to view, correct or delete your personal data. You also have the right to withdraw your consent or object to the processing of your personal data by SBA Beveiliging B.V. and you have the right to data portability. This means that you can submit a request to us to send the personal data we have available to you or another organization mentioned by you in a computer file.

If you wish to exercise your right of objection and / or right to data portability, you can send a specified request to <u>info@sbabeveiliging.nl</u>

To ensure that the request for access has been made by you, we ask you to send a copy of your ID with the request. Make your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and citizen service number (BSN) black in this copy. This is to protect your privacy. We respond as quickly as possible, but within four weeks.

SBA Beveiliging B.V. points out that you have the opportunity to file a complaint with the national supervisory authority, the Autoriteit Persoonsgegevens. This can be done via the following link <u>https://autoriteitpersoonsgegevens.nl</u>

Security of personal data

SBA Beveiliging B.V. takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you have the impression that your data is not properly secured or there are indications of abuse, please contact us at <u>info@sbabeveiliging.nl</u> In addition, our employees must periodically issue a so-called 'declaration of reliability'. This measure is mandatory from the security branch and supervised. An example of this is the testing at BORG which is carried out annually.

Finally

This privacy statement is a dynamic document and can, if the laws or regulations encourage us to do so, be adapted. We will ensure that this declaration is adapted to the spirit of the law as the occasion arises.

Nieuwegein, May 2018