



## **PRIVACY STATEMENT FOR CUSTOMER AND SUPPLIER ADMINISTRATION**

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

*We would like to inform you that we will collect and use the personal data that you provide to us to conclude and implement any agreement that we make with you. This is applicable to our clients and potential clients, as well as for parties from whom we purchase goods and services.*

*If you are a customer or potential customer of ours, we will use your data to send you a quote, to determine which specifications or wishes a certain item or service should meet, to deliver goods or provide services for you, to send you an invoice, and to communicate swiftly and efficiently about the implementation aspects of the agreement.*

*If you are a supplier or potential supplier or other contractor, your personal data are also essential for finalizing and implementing the agreement. For purchasing, this is necessary in order to let you know which specifications or wishes we want a particular item or service to meet, to send a request for a quote or to place an order with you, to pay your invoices, and to communicate quickly and efficiently with you about other aspects of the agreement.*

*You are not obliged to provide us with your personal data. However, if you do not provide us with any or insufficient personal data, it is possible that we may not be able to carry out the aforementioned activities. Your data will be deleted one year after the last contact.*

### **Transfer to third parties**

*In connection with the implementation of any agreement with you, it is possible that we may have to transfer your personal data to parties who supply parts, materials, and products to us or who 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 form a part. For this reason, your personal data will be transferred to the provider of this server space. We also use Microsoft Office and the storage options for e-mails and other files that this software offers. As we make use of a newsletter mailing service, your personal data will also be transferred to this service provider.*

### **Direct marketing**

*If you order from us on a regular basis, we will retain the personal data you have provided and use it to inform you personally by e-mail of our existing and new products and services in the future and, if required, to make you an offer for them. When using your personal data for this purpose, we have a legitimate interest, namely the marketing of our products and services. Every time we send you an advertising e-mail, you have the opportunity to let us know that you no longer wish to receive such e-mails. You can use the unsubscribe link included at the bottom of each e-mail for this.*

*If you are a one-time customer, we will only send you advertising e-mails if you have given us your prior consent to do so.*

### **Personal data retention period**

*If you have requested a quote from us but have not become a customer, we will delete your data no later than one year after our last contact. Similarly, if we have received a quote from you, but have not become a customer, your personal data will be deleted at the latest one year after our last contact. If you have become a customer of ours or we have become a customer of yours, we will retain your personal data for a period of seven years starting after the end of the financial year in which the agreement with you has been finalized. The seven-year period corresponds to the period for which we are obliged to keep our records for the Dutch Tax and Customs Administration. We will remove your personal data after this period.*

**Your rights**

You have the right to ask us for access to your personal data. If there is reason to do so, you may also request us to update your personal data or to correct any inaccuracies. In addition, you have the right to ask us to delete your personal data or to restrict 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 ask us to obtain your personal data or transfer that data to another party.

In order to be able to exercise your rights, you can contact:

**Huima Specials BV**

het Lentfert 27  
7547SN

Enschede

The Netherlands

Contact person:

Jan Erik Beverdam

T +31 (0)53 480 00 10

F +31 (0)53 480 00 18

E [huima@huima.nl](mailto:huima@huima.nl)



You can also contact us if you have any questions or for more information about the collection and use of your personal data.

Enschede, The Netherlands, 17-12-2020