

# Privacy Policy Snoeks Automotive B.V.

## Article 1: Introduction

Snoeks Automotive B.V. attaches great importance to the protection of your personal data. In this Privacy Policy we want to provide clear and transparent information about how we handle personal data.

We make every effort to ensure your privacy, and therefore handle personal data with care. Snoeks Automotive B.V. complies with applicable laws and regulations, including the General Data Protection Regulation. This implies that we at least:

- Process your personal data in accordance with the purpose for which they were provided, these goals and type of personal data are described in this Privacy Policy;
- Process your personal data limited to just the data that are minimally required for the purposes for which they are processed;
- Ask for your express consent when we need it for the processing of your personal data;
- Have taken appropriate technical and organizational measures to ensure the security of your personal data;
- Not pass on personal data to other parties, unless this is necessary for carrying out the purposes for which they were provided;
- Are aware of your rights regarding your personal data, to point this out and to respect them.

As Snoeks Automotive B.V. we are responsible for the processing of your personal data. If, after reading our Privacy Policy, or in a more general sense, you have questions or wish to contact us, you can do so using the contact details at the bottom of this document.

## Article 2: Processing of personal data of Customers or Suppliers

Personal data of customers or suppliers are processed by Snoeks Automotive B.V. for the following purpose(s):

- Administrative purposes;
- Communication about an assignment;
- Executing or issuing an assignment.

The basis for processing of his personal information is:

- The agreed contract;
- The agreed assignment.

For the realization of the above mentioned objective(s), Snoeks Automotive B.V. may ask you to provide the following personal information:

- First name;
- Last name;
- (Business) Phone number;
- (Business) E-mail address;
- Gender.

Your personal data will be processed by Snoeks Automotive B.V. and stored for the above purposes for the period:

- During the term of the agreement and thereafter only in the financial administration for a maximum period of 7 years.

### Article 3: Processing of personal data in relation to news-communications

Personal details of Newsletter Subscribers are processed by Snoeks Automotive B.V. for the following purpose(s):

- Informing the person by means of news communications.

The basis for the processing of this personal information is:

- The registration form regarding news communications;
- Permission granted by third parties;
- Inherent to the agreement between Snoeks and its contract partners and their employees.

For the above mentioned objective(s), Snoeks Automotive B.V. may request the following personal data from you:

- First name;
- Last name;
- E-mail address.

Your personal data will be processed by Snoeks Automotive B.V. and stored for the above purposes for the period:

- During the period you are registered and/or as a results of an underlying agreement.

### Article 4: Processing personal detail of prospects, stakeholder/ lobby contacts and / or interested parties

Personal details of prospects, stakeholder / lobby contacts and/or interested parties are processed by Snoeks Automotive B.V. for the following purpose(s):

- Provision of information in the form of news communications and/or targeted contacts.

The basis for the processing of this personal information is:

- Oral and/or written permission, issue of business card and / or via link on LinkedIn.

For the above mentioned objective(s), Snoeks Automotive B.V. may request the following personal data from you:

- First name;
- Last name;
- Phone number;
- E-mail address.

Your personal data will be processed by Snoeks Automotive B.V. and stored for the above purposes for the period:

- During the period that third parties are seen as a prospect, stakeholder / lobby contact and / or interested party.

#### Article 5: Processing of personal data of job applicants and employees

Personal details of employees and job applicants are processed by Snoeks Automotive B.V. for the following purpose(s):

- Implementing application procedures;
- Implementing the employment contract.

The basis for the processing of this personal information is:

- The employment contract and the resulting agreements made with the employee;
- Applying for a vacancy at Snoeks Automotive B.V.

For the above mentioned objective(s), Snoeks Automotive B.V. may request the following personal data from you:

- First name;
- Last name;
- Phone number (private);
- E-mail address;
- Date of birth;
- Salary;
- Resume/Curriculum Vitae (CV);
- Information about education and work experience, references and/or certificates;
- Data on availability.

The following personal data are requested and processed only from Employees:

- Copy of ID;
- BSN/Social Security number;
- Partner information;
- Emergency contact details;
- Bank details.

Your personal data will be processed by Snoeks Automotive B.V. and stored for the above mentioned purposes for the period:

- If an application procedure is unsuccessful, the applicant's data will be deleted no later than four weeks after completion of the application procedure, unless the applicant has given permission to keep the data for a maximum of one year for possible future vacancies;
- During the period that you have an employment contract and after that only in the financial administration for a maximum period of 7 years.

#### Article 6: Provision to third parties

We may provide the information that you provide us to third parties if this is necessary for carrying out the purposes described in this policy.

For example, we use third parties for:

- Taking care of the financial-administration;
- Taking care of the salary-administration;
- Taking care of the pension-administration;
- Taking care of the non-attendance administration;

- Providing and managing the ICT environment.

We never pass on personal data to other parties (processors) with whom we have not entered into a contractual agreement covering our data-processing. With these processing-parties we will have made the necessary arrangements to ensure the security of your personal data. Furthermore, we will not provide the information you provided to other parties, unless this is legally required and permitted. An example of this is that the police request us (personal) data in the context of an investigation. In such a case we must cooperate and are therefore obliged to provide this information. We may also share personal data with third parties if you give us permission in writing.

#### Article 7: Within the EU

We do not provide personal data to parties which are located outside the EU.

#### Article 8: Minors

We only process personal data of minors (persons younger than 16 years) if written permission has been given by a parent, caregiver or legal representative.

#### Article 9: Retention period

Snoeks Automotive B.V. does not store personal data longer than necessary for the purpose to which it was provided or as required by law.

#### Article 10: Security

We have taken appropriate technical and organizational measures to protect your personal data against unlawful processing. For example, we have taken the following measures;

- All persons acting on behalf of Snoeks Automotive B.V. with access to your data are kept to confidentiality;
- We have a username /password policy implemented on all of our systems;
- We pseudonymize and encrypt your personal data if there is reason to do so;
- We back-up personal data in order to be able to recover these in case of physical or technical incidents;
- We regularly test and evaluate our measures;
- Our employees have been informed about the importance of the protection of personal data.

#### Article 11: Rights concerning your data

You have the right to inspect, rectify or delete the personal data we have received from you. You can object to the processing of your personal data (or a part thereof) by Snoeks or by one of our data-processors. You have the right to transfer your personal data, either directly to you or to another party through your instructions. We can ask you to identify yourself before we can comply with the aforementioned requests.

While processing your personal data based on your permission, you always have the right to withdraw this consent.

#### Article 12: Complaints

Should you have a complaint about the processing of your personal data, we ask you to contact us directly. Obviously we will try to come to a suitable solution together with you. Following this, you always have the right to file a complaint at the Autoriteit Persoonsgegevens, this is the supervising Dutch authority in the field of privacy protection.

**Article 13: Questions**

Please contact us if you have any questions or comments about our Privacy Statement.

**Article 14: Contact details**

**Snoeks Automotive B.V.**

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