



# Privacy and cookie statement

## Batenburg Techniek N.V.





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## General

This privacy and cookie statement is intended for clients and potential clients, customers and suppliers, employees and potential employees and the visitors to the website of Batenburg Techniek N.V. and the businesses affiliated with it, as described in section 3 below (hereinafter referred to collectively as: Batenburg Techniek).

This privacy and cookie statement explains what personal data Batenburg Techniek collects from you via our interaction with you and via our services and products, how that happens, what role cookies play in that, what we use the personal data for, how long we keep personal data, how you can inspect the personal data we keep and how the security of these data is arranged. The most up-to-date version of Batenburg Techniek's privacy and cookie statement is published on Batenburg Techniek's website: [www.batenburg.nl](http://www.batenburg.nl).

Our company details are:

Batenburg Techniek N.V.

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3079 DN ROTTERDAM

T +31 (0)10 2928080

E [info@batenburg.nl](mailto:info@batenburg.nl)

Chamber of Commerce no. 24001907

## 1. Applicability of General Data Protection Regulation (GDPR)

Personal data are processed in the context of our services. Batenburg Techniek therefore qualifies as a data controller under the General Data Protection Regulation (GDPR). The GDPR applies whenever there is fully or partially automated processing of personal data, but also applies to the manual processing of personal data contained in a file or which are intended for inclusion therein. 'Personal data' encompass all information about an identified or (directly or indirectly) identifiable natural person.

## 2. How are personal data obtained?

Personal data are shared with us by clients and potential clients, customers and suppliers, employees and potential employees, or by you if you have contact with us.

Personal data can be collected by:

- I. a visit to the websites of Batenburg Techniek and/or its operating companies and/or by filling in or leaving personal data on one of those websites;
- II. the filling in or leaving of personal data at one of our locations or with one of our employees or when signing up to use our services;
- III. your relationship with us in the context of our business operations. This could include:
  - a. registering for events and activities (in writing or via one of our websites);
  - b. giving permission (by 'opting in') for marketing or recruitment activities or for inclusion in our customer database;





- c. agreements in the context of our business operations or other professional activities on account of your relationship with Batenburg Techniek as a customer, supplier, service provider or employee, such as agreements and project agreements, employment contracts, contracts for services, subscriptions or licenses.

### **3. What businesses are a part of Batenburg Techniek?**

#### *Batenburg Corporate*

Batenburg Techniek N.V.  
Batenburg Facilitair B.V.  
Batenburg Shared Services B.V.

#### *Industrial Automation Division*

Batenburg Beenen B.V.  
Batenburg Bellt B.V.  
Batenburg Bellt N.V. (Belgium)  
Batenburg Bellt S.A.U. (Spain)  
Batenburg Digit B.V.  
Batenburg Magion B.V.  
Batenburg Magion B.V. (Belgium)  
Hoogendoorn Automatisering B.V.  
Hoogendoorn America Inc. (Canada)  
Hoogendoorn Asia Co. Ltd. (China)  
Hoogendoorn Latin America S. de R.L. (Mexico)  
Innocom (I.T.) B.V.  
LetsGrow.com B.V.  
Batenburg IAS B.V.  
Batenburg JB Systems B.V.

#### *Industrial Components Division*

Batenburg Bevestigingstechniek B.V.  
Batenburg Energietechniek B.V.  
Batenburg Industriële Elektronica B.V.  
Batenburg Applied Technologies B.V.  
Batenburg Techniek België N.V. (Belgium)

#### *Building Engineering Division*

Batenburg Installatietechniek B.V.

### **4. What personal data are obtained for what purpose?**

The following applies for insight into what personal data we obtain and for what purpose they are obtained.





*I. Personal data obtained via a visit to the websites of Batenburg Techniek and/or its operating companies and/or by filling in or leaving personal data on one of those websites:*

Type of personal data	<ul style="list-style-type: none"><li>○ Contact details (such as first name, last name, company name, title, address, city/town of residence, telephone number);</li><li>○ Any additional personal data left in the message left.</li></ul>
Purposes	<ul style="list-style-type: none"><li>○ Service purposes; to fully handle your message;</li><li>○ Relationship management, marketing, customer records.</li></ul>
Legal basis	<ul style="list-style-type: none"><li>○ Promoting the legitimate interest of providing services to website users as efficiently as possible.</li></ul>

*II. Personal data obtained as a result of the filling in or leaving of personal data at one of our locations or with one of our employees or when signing up to use our services:*

Type of personal data	<ul style="list-style-type: none"><li>○ Contact details of the visitor (such as first name, last name, company name, title, address, city/town of residence, telephone number);</li><li>○ Camera images.</li></ul>
Purposes	<ul style="list-style-type: none"><li>○ Service purposes; to fully handle your message;</li><li>○ Relationship management, marketing, customer records;</li><li>○ Internal control and monitoring of the safety in and around our business locations.</li></ul>
Legal basis	<ul style="list-style-type: none"><li>○ Promoting the legitimate interest of providing services to clients as efficiently as possible;</li><li>○ The legitimate interest of securing property, employees and visitors to our business locations.</li></ul>





III. *Personal data obtained in the context of our business operations:*

Type of personal data	<ul style="list-style-type: none"> <li>○ Contact details of the client or its legal representatives (such as first name, last name, company name, title, address, city/town of residence, telephone number);</li> <li>○ Financial data.</li> </ul>
Purposes	<ul style="list-style-type: none"> <li>○ The performance of your assignment and management of the relationships arising from that;</li> <li>○ Purchasing services and products from our supplier;</li> <li>○ Calculating or documenting declarations, making payments and collecting claims;</li> <li>○ Relationship management, marketing, customer records and service purposes.</li> </ul>
Legal basis	<ul style="list-style-type: none"> <li>○ Performance of the agreement with the client;</li> <li>○ Fulfilling legal (administrative) obligations;</li> <li>○ Complying with contractual and other requirements in relation to professional liability and other insurance policies;</li> <li>○ Promoting the legitimate interest of providing services to clients as efficiently as possible.</li> </ul>

Batenburg Techniek and the businesses affiliated with it do not use automated decision making in the sense of Article 22 GDPR.

## 5. Retention periods

Below is an overview of the retention periods of the usual personal data linked to:

Job applicants:	four weeks after the job application procedure has ended (without an employment contract resulting)
Potential employees:	with the express consent of the data subject, one year
Employees:	seven years, in connection with the statutory retention requirement
Internal IT applications of Batenburg Techniek:	seven years, in connection with the statutory retention requirement
Persons temporarily hired in:	seven years, in connection with the statutory retention requirement
Customers:	seven years, in connection with the statutory retention requirement





Suppliers:	seven years, in connection with the statutory retention requirement
Camera images:	4 weeks or, if an incident is recorded, until the particular incident has been handled
Prospects:	three years

Batenburg Techniek saves your personal data for no longer than the term stated above, unless a statutory regulation or amendment thereof dictates that we must save your data longer or if our business operations necessitate saving these data longer.

## 6. Use of personal data by third parties

Batenburg Techniek does not provide your personal data to third parties unless this is necessary for the purposes described in this Privacy and cookie statement, this is required by law or you have given consent for this. If we give third parties access to personal data, we do this only if we are certain that this third party uses the personal data in a manner related to the purpose for which we have obtained these personal data, with due observance of the confidentiality and security measures required on grounds of the law, and in accordance with this privacy and cookie statement. Where applicable, Batenburg Techniek has made contractual agreements with parties to whom it provides your personal data (processing agreements).

For the purposes of the service provision, we can transmit your personal data to a recipient in a country outside the European Economic Area that offers a lower degree of protection of personal data than the European legislation. In that case, we will monitor that such a transmission of personal data is in accordance with the applicable legislation and regulations, for example by concluding a model contract drafted and approved for that purpose by the European Commission and reviewing whether additional measures are needed to guarantee a suitable level of protection for your personal data. Do not hesitate to contact us if you would like to receive more information on the suitable or appropriate safeguards in place for the transmission of your personal data outside the European Economic Area or if you wish to receive a copy of that.

## 7. Use of cookies

Batenburg Techniek uses cookies. These are tiny files saved on the equipment of users or visitors of our website, for instance on a computer, telephone or tablet. Cookies can be used to collect or store information on website visits or about the visitor to our website and his/her device.

Functional cookies ensure that certain parts of the website work properly and that your user preferences remain known. By placing functional cookies, we ensure that you can visit our website more easily. It prevents the need to repeatedly enter the same information when visiting our website. We are permitted to place these cookies without your consent.





We also use analytical cookies, which help website owners understand how visitors use their website, by collecting and reporting data anonymously. Consent is requested for the placing of these cookies. Our website places a cookie from the company Google, for instance, as part of the Google Analytics service. We use this service to keep track of and obtain reports on how visitors use the website. Google can provide this information to third parties if Google is required to do so by law, or to the extent these third parties process the information on Google's behalf. We have no influence on this. We do not permit Google to use the information obtained via the Analytics service for other Google services. The information that Google collects is rendered anonymous to the extent possible. Your IP address is explicitly not passed on.

We can also use marketing cookies. Marketing cookies are used to track visitors when they visit different websites. Their aim is to show advertisements that are tailored to and relevant for the individual user. These advertisements thus become more valuable for publishers and external advertisers. Your consent is requested for the placing of these cookies. Our websites also include buttons to promote ('like') web pages or share them on social networks like Facebook. These buttons use coding originating from Facebook itself. This coding places cookies. We have no influence on this. For more information on what Facebook or other social networks do with your (personal) data that they process via these cookies, see Facebook's privacy statement (which may change regularly) and the privacy statements of other social networks.

When you visit our website for the first time, we display a pop-up with an explanation about cookies. As soon as you click on 'Save preferences', consent is given to us to use the categories of cookies you have selected in the pop-up and which are described in the Cookie Policy.

You can deactivate the placing of cookies via your browser, but keep in mind that our website may no longer work optimally as a result. You can find more information on activating and deactivating and deleting cookies in your browser's instructions or help function.

You can find more information about the cookies we use under 'show details' on the 'this website uses cookies' pop-up on [www.batenburg.nl](http://www.batenburg.nl).

## 8. Right to inspection and correction

Based on the GDPR, you have a number of legal rights.

You can object to the use of your personal data, for instance if you feel that the use of your personal data is not necessary for the performance of our activities or compliance with a legal requirement.

You have the right to inspect your personal data and information on the processing of those data. If you subsequently believe that we have incorrect personal data on you, you can have these personal data corrected or deleted. You also have the right to object to the processing of







your personal data or to revoke your consent for the processing if the processing is based on your consent.

Under certain conditions, you are entitled to restrict the processing of your personal data, specifically (i) if you contest the accuracy of the data, for as long as necessary to investigate whether the data are inaccurate, (ii) if the data are being unlawfully processed, (iii) if the data are no longer needed for the controller, or (iv) if you have objected to the processing and are awaiting the outcome of this.

Finally, you can ask us to ensure that your personal data are handed over to another party.

Of course, we will comply with your request for inspection, correction, deletion or restriction of the processing. With regard to the deletion of personal data, we will comply with such a request unless we have a compelling, legitimate interest in not deleting the personal data that outweighs your privacy interest. Once we have deleted the personal data, technical reasons prevent us from deleting all copies of the personal data immediately from our systems and back-up systems.

We can refuse to comply with the requests mentioned above if these are made unreasonably frequently, they require unreasonably onerous technical efforts or have unreasonably burdensome technical consequences for our systems, or if they jeopardize the privacy of others. In that case we will explain why we are unable to honor your request.

You can make the requests or objections mentioned above by sending an e-mail containing your name, address, and telephone number to [info@batenburg.nl](mailto:info@batenburg.nl). To prevent us disclosing the information to the wrong person, we may ask you for additional information in order to verify your identity. You will receive a reply within 4 weeks. This time period could be extended by two months in specific cases, for instance if there is a complex request. If such an extension is required, we will inform you of this no later than one month after receiving your request.

## 9. Security

Batenburg Techniek takes all reasonable, appropriate technical and organizational security measures to protect our clients, the users of our website and visitors to our business locations against unauthorized or unlawful processing or loss, destruction, damage, alteration or disclosure of their personal data. We satisfy the applicable security standards in that respect.

If, despite the security measures, a security incident occurs that is likely to pose a high risk to your rights and freedoms, we will inform you about the incident as quickly as possible. In that case, we will also inform you about the measures we have taken to limit the effects and prevent a reoccurrence in the future.





## 10. Contact and complaints

If you have questions about the use of your personal data, you can contact the data protection coordinator at Batenburg Techniek via [fg@batenburg.nl](mailto:fg@batenburg.nl).

If you have complaints about the processing of your personal data, naturally we would like to help. If you do not agree with how Batenburg Techniek has handled your complaint about the processing of your personal data, you have the right to submit a complaint to the supervisory authority responsible for personal data protection, the Dutch Data Protection Authority (DPA). To do this, contact the Dutch DPA via [www.autoriteitpersoonsgegevens.nl](http://www.autoriteitpersoonsgegevens.nl).

## 11. Amendments

This Privacy and Cookie Statement was last updated in May 2022. Batenburg Techniek reserves the right to amend this Privacy and Cookie Statement. The most recent version of this Privacy and Cookie Statement will always be posted on the website [www.batenburg.nl](http://www.batenburg.nl). If there are substantial changes that can significantly affect one or more data subjects, we will endeavor to inform these data subjects directly.

