

# **Privacy Protection statement**

## **Botau Engineering and Construction**

\* Note: This document is written based on the guidelines published by the Dutch Metal Union in 2018.

### **I. Collection and use of personal data belonging to customers, suppliers and other contractors**

Botau collects and uses the personal data you provide to us. This is necessary to conclude with you and perform a possible agreement. This applies to both our (potential) customers and to parties from which we purchase goods and/or services.

I.I. If you are one of our (potential) customers, we will use your data to:

- send you an offer,
- determine what specifications or wishes certain goods or services must satisfy,
- deliver goods or carry out the activities for you,
- invoice you,
- and to be able to communicate with you quickly and efficiently concerning the implementation aspects of the agreement.

I.II. If you are one of our (potential) supplier or another contractor, we will use your data to:

- conclude and perform the agreement,
- inform you what specifications or wishes certain goods or services should satisfy in our opinion,
- send a request for an offer or to place an order with you,
- pay your invoices,
- and to be able to communicate with you quickly and efficiently concerning other aspects of the agreement.

You are not obliged to provide your personal data to us. If you do not provide personal data to us or provide us with insufficient personal data, we may not be able to carry out the above-mentioned activities.

### **II. Collection and use of personal data for direct marketing to customers**

II.I. If you place regular orders with us, we will store and use the personal data you have provided in order to be able to inform you personally by e-mail in the future of our existing and new products and services and possibly make you an offer in this connection. We have a legitimate interest in using your personal data for this purpose, namely selling our products and services. Every time we send you a marketing e-mail, you have the option of informing us that you no longer wish to receive such e-mails. See in this connection the opt-out link at the bottom of each mailing.

If you are a one-off client of ours we will only send you marketing e-mails if you have granted us your approval to do so in advance.

II.II. If you have granted us your approval to do so, we will store and use the personal data you have provided in order to be able to inform you personally by e-mail in the future of our existing and new products and services and possibly make you an offer in this connection. Every time we send you a marketing e-mail, you have the option of informing us that you no longer wish to receive such e-mails. See in this connection the opt-out link at the bottom of each mailing.

### **III. Retention period personal data belonging to customers, suppliers and other contractors**

If you requested an offer from us, but you did not become our customer, we will remove your data maximum one year after our last contact. We will also remove your personal data maximum one year after our last contact if we received an offer from you but we did not become your customer. If you did become our customer or we did become your customer, we will retain your personal data for a term of seven years after the end of the financial year in which the agreement with you was performed. The period of seven years corresponds to the period for which we are obliged to keep our records for the Tax and Customs Administration. We will remove your personal data after this period has ended.

### **IV. Collection and use of personal data belonging to business clients (other than customers, suppliers and other contractors)**

We would like to draw your attention to the fact that we will collect and use the personal data you provide to us because you have consented thereto or because this is necessary in order to look after our legitimate interests. We process the following data: name, address and contact details.

If you are our business contact, we will use your data to contact you for purposes that are in the interest of our business. This includes for example discussion of a possible collaboration, providing and obtaining information and maintenance of our network.

You are not obliged to provide your personal data to us. If you do not provide personal data to us or provide us with insufficient personal data, we may not be able to carry out the above-mentioned activities.

### **V. Direct marketing to business clients**

If you have granted us your approval to do so, we will store and use the personal data you have provided to inform you personally by e-mail in the future of our existing and new products and services and possibly make you an offer in this connection. Every time we send you a marketing e-mail, you have the option of informing us that you no longer wish to receive such e-mails. See in this connection the opt-out link at the bottom of each mailing.

### **I.VI. Retention period personal data belonging to business relations**

Personal data belonging to business relations will be removed one year after our last contact.

### **VII. Cookies**

This website uses cookies that remember your preferences in order to facilitate navigation through our website. By means of cookies we can analyse and improve our website. This website is also used by third parties to place cookies, such as Google Analytics.

### *What are cookies?*

Cookies are small files that remember your preferences while surfing and save them on your own computer via the browser you use. The information collected by cookies by Botau and / or third parties may be used for the following purposes:

- For analytical purposes: to analyse the use of the Botau website.
- For personal preference purposes: to facilitate visitor navigation, such as saving cookie preferences, and possibly a login.

If you disable the cookies, the experience of our website may be disappointing.

### *Which cookies does Botau use?*

Our website uses necessary cookies (for the basic website functions such as page navigation) and cookies are placed by third parties such as google analytics (to analyse the website visit behaviour). Our website does not use tracking cookies.

### *Reject and delete cookies*

If you surf on the website of Botau you get the message that we use cookies and that you agree to use the website. If you still want to deregister for (certain) cookies then you can read below how to do this:

Via the browser settings on your computer you can delete already placed cookies and refuse the placing of new cookies. The way in which differs per browser. If necessary, consult the help function of your browser. Disabling cookies only affects the computer and browser on which you perform this operation. If you use multiple computers and / or browsers you have to repeat this operation as often as necessary.

## VII.I Static data and Google Analytics

Botau uses Google Analytics to keep track of general visitor data. The data is used for statistical analyses of visitor. We have set Google Analytics privacy-friendly, so that IP addresses are anonymized and data is sent over a secure connection.

We have signed a processor agreement with Google. The statistical data is transferred to and stored by Google on servers in Europe and the United States according to current AVG legislation. You can read Google's [privacy policy](#) for more information on how Google is compliant with the GDPR.

Google may provide this information to third parties if Google is legally obliged to do so, or insofar as these third parties process the information on behalf of Google. These static data can never be traced back to you as a person or individual by any third party or Botau.

## **VIII. Transfer to third parties**

In connection with the performance of a possible agreement with you, it may be necessary to provide your personal data to parties that supply parts, materials or products to us or who perform activities on our instructions. We furthermore make use of external server space for the storage of (parts of) our sales and purchasing records and our records of business relations. Your personal data are part of

these records. Therefore, your personal data are provided to the service space provider. We also use Microsoft Office and the related storage facilities for e-mails and other files.

As we make use of a newsletter mailing service, your personal data are finally transferred to the provider of this service.

## **IX. Your rights**

You have the right to request to inspect your own personal data. If there is reason to do so, you may also request us to supplement your personal data or to correct inaccuracies. You also have the right to request that your personal data be deleted or that the use of your personal data be limited. You can also submit an objection to the collection and use of your personal data to us or submit a complaint to the Dutch Data Protection Authority. And finally, you have the right to request to obtain your personal data or that they are transferred to another party. In order to be able to exercise your rights, you can apply to:

Botau Engineering and Construction, Coenecoop 111, 2741 PH Waddinxveen,  
0182 634 047,  
[info@botau.nl](mailto:info@botau.nl)

Naturally, you can contact us if you have questions or require further information concerning the collection and use of your personal data.

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