

**Mechanische Industrie Menzing B.V.**

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BTW-nummer.: NL0057.33.819.B01

**PRIVACY STATEMENT (for the purpose of customer and supplier administration)****Collection and use of personal data belonging to 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 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.

If you are a (potential) customer of ours, we will use your data to be able to send you an offer, to be able to determine what specifications or wishes certain goods or services must satisfy, in order to be able to deliver goods or carry out the activities for you, in order to be able to invoice you and to be able to communicate with you quickly and efficiently concerning the implementation aspects of the agreement.

If you are a (potential) supplier or another contractor, your personal data are also required for concluding and performing the agreement. In case of purchasing, this is necessary in order to be able to inform you what specifications or wishes certain goods or services should satisfy in our opinion, to be able to send a request for an offer or to place an order with you, to be able to pay your invoices and to be able to communicate with you quickly and efficiently concerning other aspects of the agreement.

We have a legitimate interest in using your personal data for this purpose, namely selling our products and services.

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 it may be the case that we will not be able to carry out the abovementioned activities.

**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, which include your personal data. Your personal data are therefore provided to the service space provider. We also use Microsoft Office and the related storage facilities for e-mails and other files.

**Retention period personal data**

If you requested an offer from us, but you did not become a customer of ours, we will remove your data at most one year after our last contact. We will also remove your personal data at most 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.

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