

# stichd

## PRIVACY STATEMENT

### GENERAL

As stichd group B.V. we cannot escape the processing of data from our customers and external relations. Stichd takes your privacy seriously and maintains a strict privacy policy. We use the following principles with respect to privacy:

1. We handle your personal information with great care. This means, among other things, that we do not use your personal data any further than is strictly necessary and also that we treat all personal data internally as confidential.
2. We take all reasonable precautions to secure your personal data and ensure that our suppliers do the same.
  - We adhere strictly to the General Data Protection Regulation (GDPR) and other laws and regulations concerning the processing of personal data.

This privacy statement further explains how we handle your personal data.

### LEGITIMACY

We only process your data to the extent permitted by law. We apply the following legal grounds: agreement; all data necessary for the performance of an agreement;

- legal duty; information that we must pass on to, for example, the tax authorities, the police and other government agencies;
- legitimate interest; information that we need for internal management, representation of our interests and security, whereby the weighing has been made between the weight of the interest of stichd and the violation of your privacy;
- vital importance; in case of life-threatening or emergency situations;
- unambiguous consent; other personal data will only be processed on the basis of your permission and this may always be withdrawn.

### WHY DO WE COLLECT YOUR PERSONAL DATA?

stichd needs your personal data for the following purposes:

- We collect your personal data for the implementation or application of laws and regulations. In some cases we are obliged to provide information to government agencies.
- In some cases we collect your personal data for archive management, scientific, statistical or historical research.
- We collect your personal data for mail registration and email archiving
- In the context of security, we collect your personal data by means of surveillance video camera. With this we protect people, buildings, sites and business. We do this with the aid of clearly visible video cameras.

# stichd

## WHICH PERSONAL DATA DO WE USE FROM YOU?

We collect the following personal data from you:

### CATEGORY OF THE PERSON INVOLVED / CONCERNED

- Name, address and place of residence-data
- Telephone number
- E-mail address
- Gender
- Date of birth
- Etc.

## THIRD PARTIES AND COVENANTS

### THIRD PARTIES

stichd only provides your details to third parties that we have engaged for the above activities. We only provide information that is necessary for the third party to perform its task.

In addition, pursuant to the law, stichd is obliged to provide personal data in some cases to competent authorities such as the police (in the context of a criminal investigation) or the tax authorities. We are extremely careful with these requests.

stichd has taken measures to ensure that your data are used by the third party exclusively for the above purposes.

## DATA PROTECTION

The protection of your personal data is our top priority. Your data stored with us is therefore protected by technical and organizational measures. We regularly check the technical safety measures. If necessary, we will adapt these to the latest state of the art. These rules also apply to processors, including companies that process and use data on our instructions and according to our instructions. Access to data is limited; only employees who really need access to the work will also receive this access. In addition, our employees are required to maintain confidentiality of your information.

## STORAGE PERIODS

stichd does not keep your data longer than is permitted by law and is necessary for the work. How long certain data is stored depends on the type of personal data and the purposes for which they are processed.

When the terms have expired, your personal data will be deleted and destroyed by us in a secure manner. We think it is important that the destruction of data is done with care.

## YOUR RIGHTS

As a data subject, you have the following rights:

- Right to information

You have the right to receive information in clear language about how and why data processing takes place. This applies both for the case that the personal data is collected by you and when this happens by others.

# stichd

- Right to access and notice

You have the right to request your own personal data that is known to us, to ask for which purposes that data is used and with whom these personal data are shared. You also have the right to receive a notice of this. If personal data of a third party are included in the file in which you wish to inspect, then these personal data will be protected.

- Right to correction

You have the right to have data corrected or supplemented if the data is incorrect or incomplete.

- Right to data erasure

You have the right to request stichd to delete data of you (data erasure). This request must be granted in, inter alia, the following cases:

- o personal data are no longer necessary for the purposes for which they were collected;
- o the personal data have been processed unlawfully;
- o you withdraw your permission (if the processing is based on this).

- Right to restriction

You have the right to ask to (temporarily) restrict the processing of your personal data (to stop the use of the data), if one of the following points applies:

- o You dispute the accuracy of the personal data; the processing is limited during the period we need to verify the accuracy of the personal data;
- o the processing is unlawful and you oppose the erasure of the personal data and, instead, request that the use be restricted;
- o We no longer need the personal data for the processing purposes, but you need it for the establishment, exercise or substantiation of a legal claim;

- o You objected to the processing and are awaiting the answer to the question whether the legitimate grounds of stichd outweigh those of you.

- Data portability

You have the right to data portability, also known as transferability of data. This means that you have the right to obtain your personal data, which you have provided to stichd, in a structured and current digital file. You also have the right to transfer that personal data to another organization without being bothered by us.

This right only applies to data that are:

- o digitally processed, and
- o Which are processed in the context of the rental agreement or on the basis of permission.

- Right to object

The right to objection is also known as the right to resist. If the processing of personal data takes place on the basis of the principle of justice interest of the organization, then you have the right to object to the processing of your personal data.

You can submit your request regarding the above rights in writing to the privacy officer via [privacy@stichd.com](mailto:privacy@stichd.com). We will handle your request within one month.

# stichd

## THE WEBSITE

stichd collects and uses your personal data on the website in the first place to provide you with (web) services and to communicate with you. Your data is also used for conducting research and performing analyses, with the aim of improving our services and our website.

stichd processes the following data from you on its website:

Specify data. Think of information to be able to log into customer portals, but also the information that people fill in with a contact form on the website. Surfing and clicking behaviour is also a part that is included under this heading.

## COOKIES

A cookie consists of a piece of text sent by our web server to your web browser, which is then stored by your browser. The information is then sent back to our web server each time your browser requests a page from the server. This enables the web server to identify and track the web browser. We use both “session” cookies and “persistent” cookies on the stichd website. We will use the session cookies to: keep track of you whilst you navigate the website. We will use the persistent cookies to: enable our website to recognise you when you visit our site. Session cookies will be deleted from your computer when you close your browser. Persistent cookies will remain stored on your computer until deleted by you, or until they reach a specified expiry date. We use Google Analytics to analyse the use of this website. Google Analytics generates anonymous statistical and other information about website use by means of cookies, which are stored on users’ computers. The information generated relating to our website is used to create reports about the use of the website. Google will store this information. Google’s privacy policy is available at: <http://www.google.com/privacypolicy.html>

Our advertisers and payment services providers may also send you cookies. Our advertising services providers may send you cookies for the purpose of enabling the service of advertisements based on your previous visits to our website. We publish Google AdSense interest-based advertisements on websites within the Google Advertising Network. These are tailored by Google to reflect your interests. To determine your interests, Google will track your behaviour on our website and on other websites across the web using the DART cookie. You can view, delete or add interest categories associated with your browser using Google’s Ads Preference Manager, available at: <http://www.google.com/ads/preferences/>. You can opt-out of the AdSense partner network cookie at: <http://www.google.com/privacy/ads/> or using the NAI’s (Network Advertising Initiative’s) multicookie opt-out mechanism at: [http://www.networkadvertising.org/managing/opt\\_out.asp](http://www.networkadvertising.org/managing/opt_out.asp). However, these opt-out mechanisms use cookies, and if you clear the cookies from your browser your opt-out will not be maintained. To ensure that an opt-out is maintained in respect of a particular browser, you should use the Google browser plug-in available at: <http://www.google.com/ads/preferences/plugin>. Most browsers allow you to reject all cookies, whilst some browsers allow you to reject just third party cookies. For example, in Internet Explorer you can refuse all cookies by clicking “Tools”, “Internet Options”, “Privacy”, and selecting “Block all cookies” using the sliding selector. Blocking all cookies will, however, have a negative impact upon the usability of many websites, including this one.

## CHANGES TO THE PRIVACY STATEMENT

We reserve the right to change this privacy statement. In order to keep well informed about the way in which we handle your personal data, we advise you to review this statement from time to time.

## CONTACT

If you have any questions or comments in response to this privacy statement, please contact our privacy officer via [privacy@stichd.com](mailto:privacy@stichd.com)

Privacy Statement stichd, 1 July 2019