



Privacy Statement for general use

We are delighted with your interest in Den Hartogh. Protection of your personal data is especially important to us in every phase of our collaboration. We would therefore like to explain to you what information we collect, how this information is used and how your privacy is protected.

Please read this Privacy Statement carefully. If you have questions, please do not hesitate to contact us by sending an email to gdpr@denhartogh.com. Our contact details can be found in the last chapter 'How to contact you Den Hartogh' of this document.

This statement is applicable for all Den Hartogh Group companies, except for our Careers website available at <https://careers.denhartogh.com/> where the 'Privacy Statement for job applicants' is displayed. You can find more information about the Den Hartogh Group at https://www.denhartogh.com/about_den_hartogh.

Who is collecting your data?

Any personal data provided to or collected by Den Hartogh is controlled by Den Hartogh Holding BV, Willingestraat 6, 3087 AN Rotterdam, The Netherlands, which is the joint parent company of the Den Hartogh Group (all Den Hartogh Group companies, together the data controllers).

This Privacy Statement applies to personal data collected by Den Hartogh in connection with the services that we offer.

What data do we collect?

Personal data means any information that can be used to identify a specific individual, directly or indirectly.

In order to provide you with the best possible service, the data we collect possibly consists of no more than:

- Your name and contact details.
- Your gender and birthday.
- Details of your position in your company.
- Device details, cookies & analytics data.

How do we collect your data?

We prefer to collect the data directly from you (via our website, contact forms and/or enquiries made either by phone, e-mail or in person). In some cases, we will collect or enrich the data from other sources like polls on our social channels, event registrations and similar.

How and why do we use your personal data?

Under data protection law, we can only use your personal data if we have legitimate reason for doing so. For example: in order to create, process and reply to any requests from yourself, to enable the delivery of services or to fulfill legal requirements.

We use your personal data for:

- Generating product quotations: in order to provide you with current pricing for our products & services.
- Generating and processing invoices: in order to create and deliver invoices for delivered products & services.



- Quality control: for (internal) quality control procedures.
- Internal audit: for the use of internal audits.
- External audits e.g. our regulators: for legitimate interests or those of a third party, i.e. to maintain accreditations so we can demonstrate that we operate at the highest standards.
- Marketing: for use in promoting our business to existing, new and former clients
- Analytics: to see how effective our channels are and to provide targeted advertising.

Digital & Promotional Communications including newsletters.

We may use your personal data to send updates (by email, text message, telephone or post) about products, services & status updates. We have a legitimate interest in processing your personal data for promotional purposes (see 'How and why do we use your personal data'). This means we do not usually need your consent to send you promotional communications including newsletters. However, where consent is needed, we will ask for this consent separately and clearly.

We will always treat your personal data with the utmost respect and never sell or share it with other organizations outside of the Den Hartogh group of companies unless required by law. You have the right to opt-out of receiving promotional communications at any time by contacting us by email at gdpr@denhartogh.com or use the provided unsubscribe links. Our contact details can be found in the chapter 'How to contact you Den Hartogh'.

Who do we share your personal data with?

As a global business, Den Hartogh shares your personal data internationally (in- and outside the EU), both internally and with specific 3rd parties. For example, we share your personal data with 3rd party service providers such as our banks, accountants and legal advisors, as well as other 3rd parties such as agents, external auditors and regulators.

Where is your personal data held?

Information may be held at our offices and those of our groups' companies, representatives and agents (see the chapter 'who we share your personal data with' for details). Some of our offices are located outside of the European Economic Area. For more information, including on how we safeguard your personal data when data is shared with our overseas office please see 'Transferring your personal data out of the EEA'. The data is stored using private cloud technology.

How do we protect your personal data?

Den Hartogh takes the security of your personal data very seriously. We take great effort to protect your personal data from misuse, interference, loss, unauthorized access, modification or disclosure.

Access to your personal data is only permitted amongst our employees and specific 3rd parties and subject to strict confidentiality obligations. The processing of your information will be done only in an authorized manner.

We have procedures in place to deal with a (suspected) data security breach. We will notify you and/or the regulator of any data breach where we are legally required to so. Our contact details can be found in the chapter 'How to contact you Den Hartogh'.



How long will your personal data be kept?

We will keep your personal data after we have finished advising or supplying any services or products. We will do so for any of these reasons:

- To respond to any questions, complaints or claims made by you or on your behalf.
- To show that we treated you fairly.
- To keep records required by law (e.g. financial records, transactions).

We will not retain your data for longer than necessary for the purposes set out in this policy.

Transferring your personal data out of the EEA.

To deliver services to you, it is sometimes necessary for us to share your personal data outside the European Economic Area (EEA) e.g.:

- With your and our service providers located outside the EEA.
- In case you are based outside the EEA yourself.

These transfers are subject to special rules under the European and National data protection laws.

Non-EEA-countries do not have the same data protection laws. We will, however, ensure that transfers comply with both the European and National data protection law.

Cookie declaration.

Learn more about use cookies personalize content and ads, to provide social media features and to analyze our traffic in our Cookie declaration document separately available via our global website at <https://www.denhartogh.com/>.

What rights do you have?

As an affected person, you are entitled to the following rights.

- The right to be informed.
- The right to access and rectification.
- The right to data portability.
- The right to be forgotten.
- The right to restrict processing.
- The right to object.
- The right to lodge a complaint with a supervisory authority.
- The right to withdraw consent
- You can exercise these rights at any point.

How do you contact Den Hartogh?

If you have any questions or concerns about Den Hartogh's Privacy Notice or data processing or if you would like to make a complaint about a possible breach of local privacy laws, please do so by sending an e-mail to gdpr@denhartogh.com.

Where possible when contacting us, please clearly state your intentions, the reason(s) why you are contacting us, what you like to achieve and why you prefer to exercise your right(s). This will help us responding in the best possible way.

We will respond and/or handle your request within 30 calendar days. If more time is required due to the complex nature of your request, we will inform you of the status and can extend this resolution time with a maximum of 60 calendar days (additional).