

PRIVACY STATEMENT

1. Introduction

In this privacy statement, we explain which of your data we process when we have, or want to have, or have had a business relation with you. We also tell you why and for how long we process your personal data and what your rights are concerning each processing of your data. Besides that, we provide information on the parties with whom we are working together and on our security policies, among other things.

It is important to us that our service is trustworthy and transparent. We will handle your personal data discretely and carefully and we make sure that each processing of your data complies with the applicable legislation and regulations.

2. Personal data controllers responsible for the processing of personal data

The personal data controller is:

Tlogistics B.V.
Gerolsteinbaan 7
5121 DN Rijen
Tel. 0161 - 295 295

3. Privacy Manager

We have appointed a Privacy Manager. This is not a "Data Protection Officer" as referred to in article 37 of the General Data Protection Regulation. Though this is a person that ensures that your data are being processed in accordance with the law. The duties of the Privacy Manager consist, among others, of supervising and handling your questions and complaints. The contact details of our Privacy Manager are:

Karin van Beurden
E-mail: Karin.vanbeurden@tlogistics.eu
Telephone: 0161 295 295

4. The personal data we are processing

Depending on your relation with our organization and the purpose for which we process data, we always note (some of the) following data:

- a) Name and surname
- b) Gender
- c) Date of birth
- d) Place of birth
- e) Address
- f) Telephone number
- g) E-mail address
- h) Position data
- i) Data on education and courses
- j) Bank account number

In specific cases, together with the following special and or sensitive personal data

- a. Citizen Service Number

5. For what purpose and based on what grounds we process personal data

We process your personal data for the following purposes:

- a. for maintaining a financial administration
- b. for processing and performing of assignments
- c. for maintaining salary records
- d. for maintaining a personnel administration
- e. for keeping records of applicants (vancancies-candidates)

The grounds for processing are those as referred to in article 6 of the General Data Protection Regulation (permission, agreement or legal interest).

6. Automated decisions

We do not take decisions based on automatic processing in matters which could have (serious) consequences for persons. This relates to decisions taken by computer programs or systems, without human involvement (e.g. one of our employees).

7. For how long we store personal data

In general, we do not store your data any longer than is necessary for the purposes for which we have gathered your data. The retention period may vary case by case. One example is that we have to keep several documents for a minimum period for the purposes of taxes and administration. In those cases, we will only keep the data which are necessary for the fulfillment of our statutory obligations. After the statutory retention periods we will remove or anonymize your data.

8. Sharing of personal data with third parties

We do not share your personal data with third parties, unless this takes place within the scope of carrying out an agreement with you or fulfilling of a possible statutory obligation. As far as third parties can be regarded as processor, we have made an agreement for the processing of personal data with said third parties, regulating, among others, security, secrecy and your rights. We remain responsible for this processing.

Engaging of third parties happens according to the above method and grounds for the following categories of processing:

- a. for processing and performing of assignments
- b. for maintaining salary records
- c. for maintaining a personnel administration
- d. for keeping records of applicants (vancancies-candidates)

9. Cookies, or similar techniques, that we use

We do not use cookies on our website. A cookie is a small text file which is saved in the browser of your computer, tablet or smartphone when you visit this website for the first time.

10. Your rights (inspection, rectification, removal etc.)

It is explained below what your rights are with respect to the processing of your data.

- a) Right of inspection
You have the right of inspection of your own data. Including the question what the grounds for processing are, to which parties data is provided, what the retention periods are.
- b) Right to rectification
You can request us to have your data rectified immediately. You also have the right to complete incomplete data by sending us an e-mail for instance.
- c) 'Right to be forgotten'
You have the 'right to be forgotten'. Upon request we will remove your data without unreasonable delay. We are not always allowed to delete all your data. In some cases the processing of personal data is still required for the fulfillment of statutory obligations or for filing, enforcing or substantiating of claims.
- d) Right to limitation of the processing
In principle you have the right to limit the processing of your data, if you think the data is incorrect or needless, for instance.
- e) Notification of rectification, removal or limitation
Unless this proves impossible or when this involves a disproportionate effort, we will notify the recipients of your data of each rectification, removal or limitation of the processing.
- f) Right to data portability of your data
You have the right to data portability. This means that you can make a request to receive your data. Then you can store these data for personal reuse. You only have this right with respect to data you yourself have provided to us and if the processing is based on your consent or an agreement to which you are a party.
- g) Withdrawing of consent
If the processing of data is based on consent, you have the right to withdraw this consent at any time. The processing of your data in the period prior to the withdrawal remains lawful.
- h) Right of objection
In principle, you have the right to file an objection against the processing of your data. After your objection we will, in principle, stop the processing of your data.
- i) Complaint with the Dutch Data Protection Authority or go to court.
If you find that the processing of your data is a violation of the law, you can contact our Privacy Manager, but you also have the right to file a complaint with the Dutch Data Protection Authority or to go to court.
- j) Limitation of your rights
In some cases we can limit your rights, for instance within the scope of preventing, investigating, detecting and prosecution of criminal offenses, such as fraud.

Each request can be made to our Privacy Manager. To be absolutely sure that a request has been made by you, we ask you to send a copy of your identity card along with the request. Make sure to blacken out your passport photo, MRZ

(machine readable zone, the line of numbers at the bottom of your passport), passport number and Citizen Service Number (CSN) in this copy. This for the purposes of protecting your privacy.

11. How we secure personal data

We take the protection of your data seriously and take appropriate measures so as to prevent misuse, loss, unauthorized access, improper disclosure, and unauthorized modification. If you are under the impression that your data is not secured properly or if there are signs of misuse, please contact our Privacy Manager.

12. Changes

We can modify this statement if developments give rise to this, in case of new forms of processing for instance. You can find the most up to date privacy statement on our website. We recommend you to consult these privacy and cookie statements regularly, so you can keep up to date with any changes.

October 2018