



## PRIVACY STATEMENT

### Collection and use of personal data of customers, suppliers and other contractors

The processing of personal data, such as the name, address, e-mail address, or telephone number of a data subject shall always be in line with the General Data Protection Regulation (GDPR), and in accordance with the country-specific data protection regulations applicable to Mekufa BV. This applies both to our (potential) customers and to parties with whom we purchase goods and / or services.

Browsing of our web sites do not require any personally identifying information.

If you are a (potential) customer of us, we save and use your data to send you a quotation, to be able to determine which specifications or wishes a specific item or service must comply, to be able to deliver goods or to perform work for you, to be able to invoice and communicate with you smoothly and efficiently about the implementation aspects of the agreement.

If you are a (potential) supplier or other contractor, your personal details are also necessary for the conclusion and execution of the agreement. In purchasing this is necessary to let you know to which specifications or wishes a particular item or service in our opinion must comply, to send a request for a quotation or by placing an order with you, to pay your invoices and communicate quickly and efficiently with you about other aspects of the agreement.

You are not obliged to provide us with your personal data. If you provide us with no or insufficient personal data, then it is possible that we cannot perform the aforementioned activities.

### Transfer to third parties

In connection with the implementation of a possible agreement with you, it is possible that we must provide your personal data to parties who supply parts, materials and products to us or carry out work or services on our instructions.

We also use an ERP system and an external server room for the storage of (parts of) our sales and purchasing administration, which your personal details are part of. Your personal data is therefore provided to our IT partner of this server room.

### Storage period personal data

If you have requested a quote from us but you have not become a customer with us, we will delete your data no later than one year after our last contact. Also if we have received a quotation from you, but we have not become a customer of you, your personal data will be deleted at the latest one year after our last contact.

If you have become our client or we have become a customer with you, we will retain your personal data for a period of seven years after the end of the financial year in which the agreement with you has been fully executed. The seven-year period corresponds to the period in which we are obliged to keep our administration for the Tax Authorities. After this period we will delete your personal data.

### Your rights

You have the right to ask us to view your own personal data. If there is reason to do so, you can also request us to supplement your personal data or to change inaccuracies. In addition, you have the right to request that your personal data be erased or the use of your personal data is restricted. You can object to the collection and use of your data, or file a complaint with the Dutch Data Protection Authority.

Finally, you can request us to obtain your personal data or transfer that data to another person. To exercise your rights you can contact:

Mekufa B.V., Bevert 1, 7681 ZE, VROOMSHOOP, +31546 642 667 en [info@mekufa.nl](mailto:info@mekufa.nl).

You can also contact us with questions or for more information about the collection and use of your personal data.

Vroomshoop, 01.05.2018