## GDPR PRIVACY STATEMENT for clients, suppliers and other business contacts of BD-Gas B.V.

#### BD-GAS B.V.

Chamber of Commerce registration no: 63554925

Postal address: Schotsbossenstraat 10 4705 AG Roosendaal, the Netherlands

Telephone: + 31 165 745696

E-mail address: info@bd-gas.com

# Collection and Use of Personal Data of Clients, 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, as this is necessary for the conclusion and performance of a potential contract with you. This applies to our existing and potential clients, as well as to parties from whom we purchase goods and/or services.

If you are an existing or potential client, we will use your data to send you quotations, to determine the specifications or wishes to be met by certain goods or services, to supply goods or carry out work for you, to send you invoices and to communicate smoothly and efficiently with you about the performance of the contract.

If you are an existing or prospective supplier or other contractor, your personal data is required for the conclusion and performance of the contract.

In the purchasing process, we need your data to inform you of the specifications or wishes to be met by certain goods or services, to request quotations or place orders, to pay your invoices and to communicate smoothly and efficiently with you about other aspects of the contract.

You are not obliged to provide us with your personal data. Please note, however, that if you do not provide us with all the personal data required, we may not be able to carry out the above-mentioned work.

### **Transfer to Third Parties**

In the context of performing a contract with you, we may need to transfer your personal data to parties who supply us with parts, materials and/or products or carry out work on our instructions.

We use an external server to store all or part of our sales and purchasing records, which include your personal data. This means that we transfer your personal data to our server space provider.

We use Microsoft Office and its storage facilities for e-mails and other files.

We do not use e-mail newsletter or advertising services. Should we wish to do so in the future, we will ask for your permission first.

## **Direct Marketing**

If you place orders with us regularly, we will store the personal data provided, and use this in future to inform you by e-mail of our existing and new products and services, and we may make you an offer for these. We have a legitimate interest when using your personal data for this purpose, which is to sell our products and services.

Every time we send you a promotional e-mail, you can let us know that you would rather not receive these. You will find an 'unsubscribe' link at the bottom of every e-mail.

If you are not a returning client, we will only send you promotional messages if you have given us prior permission to do so.

#### **Personal Data Retention Period**

If you have requested a quotation from us without becoming a client, we will delete your data no later than one year after our last contact.

If we have received a quotation from you without becoming your client, we will delete your data no later than five years after our last contact.

If you have become our client, or we have become yours, we will retain your personal data for seven years after the end of the financial year in which the contract with you was performed in full. This period of seven years corresponds with the statutory retention period of financial records for the Dutch Tax and Customs Administration.

After this period, your personal data will be deleted.

#### **Personal Data Security**

We take the safety of your personal data very seriously, which is why we have taken appropriate measures to prevent abuse, loss, unauthorised access, undesirable disclosure and unauthorised alteration.

Our website uses a reliable SSL Certificate to ensure that your personal data does not fall into the wrong hands.

If you feel that your data is not sufficiently protected, there are indications of abuse, or you would like more information about this privacy statement, please contact us using the details below.

# **Your Rights**

You have the right to inspect your personal data. If there is cause for it, you may ask us to add information to your personal data or to rectify inaccuracies. You also have the right to ask us to delete your personal data or limit our use of your personal data. You may inform us of your objection to the collection and use of your data, or file a complaint with the Dutch Data Protection Authority (*Autoriteit Persoonsgegevens*).

Finally, you may ask us to provide you with your personal data or transfer it to another party.

If you wish to exercise your rights, please contact:

Mr B. Dusseldorp

BD-GAS B.V.

Chamber of Commerce registration no: 63554925

Postal address: Schotsbossenstraat 10 4705 AG Roosendaal, the Netherlands

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Naturally, you can always contact us for more information about the collection and use of your personal data.