

## Privacy statement Catvis BV

We may collect and process the following data about you:

### **Information you give us.**

- ∞ You may give us information about you by corresponding with us by phone, e-mail or otherwise. The information you give us may include your name, address, e-mail address and phone number.
- ∞ We do not collect any data when you visit our website/ do not use cookies or anything alike

### **How We use your information**

**Information you give to us.** – We will use this information:

- ∞ to carry out our obligations arising from any contracts entered into between you and us and to provide you with the information, products and services that you request from us;
- ∞ to provide you with information about other products and services we offer;
- where you are an existing customer, we will only contact you with information about goods and services similar to those which were the subject of a previous sale or negotiations of a sale to you.
- where you are a new customer, we will contact you only if you have consented to this.

### **Information We disclose about you**

We may share your personal information with any member of our group, which means our branches, our representative offices, our subsidiaries. Any such sharing will be made in full compliance with the regulations. We will never sell your personal data without your consent.

We may share your information with selected third parties, where this is necessary. The following are the types of organisations we may share some of your personal information with:

- ∞ Business partners, suppliers and sub-contractors for the performance of any contract we enter into with them or you.
- ∞ Credit reference agencies for the purpose of assessing your credit score where this is a condition of us entering into a contract with you.

We may disclose your personal information to third parties:

- ∞ If We are under a duty to disclose or share your personal information in order to comply with any legal obligation, or in order to enforce or apply our General delivery and payment conditions and conditions and other agreements; or to protect the rights, property, or safety of us, our group companies, customers or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

#### Where We store your personal information

The data that We collect from you may be transferred to, and stored in a CRM programme on a local server. It may be processed by our staff who work for us or for one of our suppliers. Such staff may be engaged in, among other things, the fulfilment of your order, the processing of your payment details and the provision of support services. When these transfers are needed, they will be done in full compliance of the regulations.

All your personal information will be afforded a high level of protection wherever it is processed and no matter whether it is held by us, or our contractors or agents.

Should you have particular concerns about a method of data transmission, We will take reasonable steps to provide an alternative method.

#### Your rights

You may contact Our Data Protection Officer, to exercise your rights. When exercising your rights We will always inform you of any lawful reason that may require us to continue processing your data.

You have the right to request from us information about whether we process your personal information, and ask questions about how we collect, store and process that information.

You have the right to access the information about the personal information we hold about you, whether this is transferred to a third country or international organisation and the associated safeguards.

You have the right to receive any personal data we hold about you in a commonly used and machine-readable format.

Where information we hold is not accurate or is incomplete, you have the right to request we correct such information and we will do so without undue delay.

You have the right to request that we delete any data we process about you, when the processing is no longer necessary.

Where you have previously provided consent for our processing of your data, you have the right to remove that consent and for us to stop processing your data specific to that consent. You also have the right to object to our processing of your data.

### Retaining your Data

The period for which We will retain your data is dependent upon any statutory retention periods We are required to adhere to as a regulated organisation. After the expiration of that period, personal data shall be securely deleted, as long as it is no longer required for the fulfilment of any contract, initiation of a contract, service or in relation to other legal proceedings.

### Changes to Our privacy policy

This policy was last updated on 1st May 2018. Any changes We may make to Our privacy policy in the future will be posted on this page and, where appropriate, notified to you by email. Please check back frequently to see any updates or changes to our privacy policy.