

## 1 GENERAL

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1. This privacy policy ("**Privacy Policy**") governs the processing of your personal data as part of your use of our Website (the "**Website**") and the related services (collectively referred to as the "**Services**"). This processing is performed by Henkelman BV as controller, located at Titaniumlaan 10 in 's-Hertogenbosch ("**we**", "**us**"), registered in the Chamber of Commerce under number 16073215, in accordance with the applicable legislation on the protection personal data.

2. By using our Website and / or our Services, you acknowledge that you have read this Privacy Policy carefully and that you agree with it without reservation. We reserve the right to change the Privacy Policy regularly in accordance with our own understanding. Such changes will be communicated via the Website.

3. By clicking the checkbox on our Website that states: "I declare that I have fully read and understood the Privacy Policy and that I agree with it without reservation. I give permission to process my personal data as set out in this Privacy Policy", you declare that you have indeed read this Privacy Policy and agree to this. You declare that you understand the purposes for which your personal data are processed. You also agree that your continued use is understood as a continued consent. You can withdraw your consent at any time.

**4. Please note that we can use so-called 'cookies' or similar technology as part of the Website and / or the Services. Cookies are small text files that are placed on the hard drive of a device and contain certain information, including sometimes personal data. For more information regarding our use of cookies, please read our cookie policy (<https://www.henkelman.com/en/cookies>).**

5. This Privacy Policy was last updated on October 1, 2018.

## 2 WHAT & WHY WE PROCESS DATA

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1. When you use the Website and/or Services, we process personal data relating to you. Such personal data include:

When	Which	Why (goal)	Legal basis
<ul style="list-style-type: none"><li>• Use of Website</li><li>• Use of Services</li><li>• Contact us</li><li>• Vacancy</li></ul>	<ul style="list-style-type: none"><li>• Contact information</li><li>• Data for identification of a person</li></ul>	<ul style="list-style-type: none"><li>• Direct marketing</li><li>• E-mail marketing</li><li>• Distribution of newsletters</li><li>• Use of web shop</li></ul>	<ul style="list-style-type: none"><li>• Permission</li><li>• Legal obligation</li><li>• Vital interests</li></ul>

		<ul style="list-style-type: none"> <li>• Application procedure</li> </ul>	<ul style="list-style-type: none"> <li>• Execution of tasks for reasons of general interest</li> <li>• Justified interest</li> </ul>
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2. In principle, we obtain the above-mentioned personal data directly from you. However, if you choose to register via a social media account (for example Facebook or Google Plus), this information will be collected via your social media profile. We advise you to consult the privacy policy of your social media service provider to check which data are processed by your social media service provider when you use the social media login function. We do not send any of the personal information you provide via the Website to providers of social media, unless you agree to this. In addition to the purposes mentioned in the above, we can also process your personal data:

- a) To provide you in a personalized and efficient way with the information about products and services you request, either via the Website, e-mail, telephone or social media channels.
- b) To process your personal data so that we can provide the Services.
- c) For direct marketing purposes, i.e. to provide you with targeted communication, promotions, offers and other advertisements from us or our selected partners. For this we will ask for your prior permission.
- d) To perform statistical analyzes to improve our Website and / or Services, or to develop new products or services.
- e) To transfer to the police or the judicial authorities as proof of possible crimes or if there are reasonable suspicions of a wrongful act or crime committed by you through your registration or use of the Website or the Services.
- f) In the context of a possible merger with, takeover of, or through, or split by a third party, even if that third party is outside the EEA.

3. If and when your registration on the Website or use of the Website or Services can be considered (a) as a violation of the terms or intellectual property rights or any other right of a third party, (b) a threat to security or integrity of the Services, (c) a threat to the Website or Services or systems of us or our subcontractors due to viruses, Trojans, spyware, malware, or any other form of malicious code, or (d) in which way also illegal or unlawful, discriminatory or abusive, we may process your data for the benefit of ourselves, our partners or third parties.

### **3 WITH WHOM WE SHARE DATA**

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1. We do not transmit your personal data to third parties in an identifiable way if this is not required to provide the Services, without your explicit consent.
2. We can call on external processors to offer you the Website and/or Services. We ensure that third party processors may only process your personal data on our behalf and on written instruction from us. We guarantee that all external processors are selected with due care so that we can count on the security and integrity of your personal data.
3. We may transfer anonymised and/or aggregated data to other organizations that can use this data to improve products and services and organize the marketing, presentation and sale of products and services to measure.

### **4 WHERE WE PROCESS DATA**

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1. We and our external processors will only process your identifiable personal data in the EEA.
2. We may transfer your anonymised and/or aggregated data to organizations outside the EEA. If such a transfer takes place, we will ensure that there are appropriate safeguards to ensure the security and integrity of your personal data, and that all rights relating to personal data are guaranteed that you might enjoy under applicable mandatory law.

### **5 HOW WE PROCESS DATA**

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1. We will do our utmost to process only the personal data necessary to achieve the purposes stated in this Privacy Policy. We will process your personal data in a legal, fair and transparent manner. We will do our utmost to keep the personal details accurate and up-to-date.
2. Your personal data will only be processed as long as necessary to achieve the purposes stated in this Privacy Policy or until you withdraw your consent to the processing. Please note that the withdrawal of consent may imply that you are no longer able to use the Website and/or Services in whole or in part. If you have registered with our Website, we will delete your personal data if you delete your profile, unless a legal or regulatory obligation or a court or administrative order would prevent us from doing so.
3. We will take appropriate technical and organizational measures to keep your personal information safe from unauthorized access or theft and against unintentional loss, manipulation or destruction. Access by our staff or staff of our external processors is only possible on a need-to-know basis and is subject to strict confidentiality obligations. However,

the care for safety and security concerns only best efforts obligations, which can never be guaranteed.

## 6 YOUR RIGHTS

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1. You have the right to request access to all personal data that we process about you. Requests for access that are apparently submitted with a view to causing nuisance or damage to us are not dealt with.
2. You have the right to request that all personal data about you that are incorrect or inaccurate are corrected free of charge. If such a request is submitted, you must also enclose proof that the personal data for which the correction is requested is incorrect.
3. You have the right to withdraw your previously given permission for the processing of your personal data. You can withdraw your consent at any time by sending an e-mail to [marketing@henkelman.com](mailto:marketing@henkelman.com) or by deleting your profile (if applicable).
4. You have the right to request that personal data relating to you be deleted if it is no longer necessary in the light of the purposes set out in this Privacy Policy or if you withdraw your consent to its processing. You should, however, take into account that an application for removal will be assessed by us in the light of legal or regulatory obligations or administrative or judicial orders that may prevent us from removing the personal data concerned.
5. In the place of removal, you can also request that we limit the processing of your personal data if (a) you dispute the accuracy of those data, (b) the processing is unlawful or (c) the data is no longer required for the data. mentioned purposes, but you need them to defend yourself in court proceedings.
6. You have the right to oppose the processing of personal data if you can demonstrate that there are serious and justified reasons connected with special circumstances and justify such opposition. However, if the intended processing is considered direct marketing, you have the right to oppose such processing free of charge and without justification.
7. If your personal data are processed on the basis of permission or on the basis of a contract and the processing is done by automated means, you have the right to receive the personal data you have provided us in a structured, generally used and machine-readable format. If technically possible, you have the right to pass this information directly to another service provider. The technical feasibility of this is exclusively assessed by us.
8. If you wish to submit a request to exercise one or more of the above-mentioned rights, please send an e-mail to [marketing@henkelman.com](mailto:marketing@henkelman.com). This request must clearly state which

# PRIVACY POLICY HENKELMAN BV



right you wish to exercise and why. It must also be dated and signed and be accompanied by a digitally scanned copy of your valid identity card that proves your identity. We will immediately inform you of the receipt of such request. If the application proves to be well-founded, we will do so as soon as reasonably possible and at the latest thirty (30) days after receipt of the application.

If you have a complaint about the processing of your personal data by us, you can always contact us via the email address [marketing@henkelman.com](mailto:marketing@henkelman.com). If you remain dissatisfied with our response, you are free to file a complaint with the competent data protection authority, such as the Dutch Data Protection Authority. For more information, go to <https://autoriteitpersoonsgegevens.nl>.