

## UNIBALLAST PRIVACY STATEMENT

### Introduction

In this privacy statement of UniBallast B.V. we explain what personal data we collect, process, use and why. We value your personal privacy and therefore we strive to handle, process and protect your personal data carefully.

If you wish to contact us about this privacy statement, please contact us via the following contact details:

Address: P.O Box 1093, 3000 BB Rotterdam, the Netherlands

Chamber of Commerce number: 59657162

Telephone: +31 (0)10 244 0714

Website: [www.uniballast.nl](http://www.uniballast.nl)

Email: [info@uniballast.nl](mailto:info@uniballast.nl)

### Personal data that we process

By using our services and website, certain information is left with us. That may include personal data. We do not always process all the data detailed below; it depends on which services and functions you want to use. For example, we process business cards handed out to us at meetings or exhibitions, we process data from our online contract form and we process CVs and motivation letters only when someone applies for a job with us.

Here is an overview of the types of personal data that we process:

First and last name, Company details, CV, Gender, Date and place of birth, Address, Phone number, E-mail address, IBAN, NAW data, Chamber of Commerce number, Information about activities on our website, Internet browser and possibly device type

### For what purpose and on what basis do we process personal data?

We process your personal data (depending on the services and functions used) for the following purposes:

- To communicate with you by means of, for example, e-mail or telephone;
- To issue a quotation (upon request);
- To process job applications;
- To send invoices;
- To be able to answer questions or to handle complaints via e-mail, post, social media or by telephone;
- To improve our website (in which case, these data are used anonymously).

### Automated decision-making

We do not make decisions based on automated processing on matters that can have (significant) consequences for the people concerned.

These are decisions taken by computer programs or systems, without a person (for example an employee of UniBallast B.V.) being involved in making that decision.

### How long do we store personal data?

We do not store data longer than necessary. This means that we keep data for as long as necessary in order to provide the requested service or when we have received your permission for this. Except data that we have to keep longer because the law obliges us to do so.

### How do we protect personal data?

UniBallast takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you are under the impression that your data is not properly secured or if there are indications of abuse, please contact us at [info@uniballast.nl](mailto:info@uniballast.nl)

### Sharing personal data with third parties

UniBallast B.V. does not sell personal data to third parties and only provides it if necessary for the execution of our contractual agreement with you or to comply with a legal obligation. With companies that process your data in relation to our contractual agreement, we have a processor's agreement in place to ensure the same level of security and confidentiality of your data.

On our website we have no links to social media channels, but it is possible that we have links to other websites from our website. Read the privacy statements of these channels and websites to know how they deal with privacy. This privacy statement does not apply to third party websites.

### Cookies, or similar techniques, that we use

In addition to technical and functional cookies, we use google analytics on our website. A cookie is a small text file that is stored on your computer, tablet or smartphone when you first visit a website. The cookies we use are necessary for the technical operation of the website and your ease of use. They ensure that the website works properly as well as remembering, for example, your personal preferences. You can decide not to accept cookies by adjusting your internet browser so that it does not accept and store cookies. In addition, you can also delete all information previously saved via the settings of your browser. Google analytics is a tool that anonymously collects data which are not linked to any of your personal data. It merely collects data about the time you spend on our website, which pages you visit and from which region in the world (e.g. Europe, Asia, Africa, Americas etc.)

### Your rights to view, modify or delete data

You have the right to view, correct or delete your personal data. In addition, you have the right to withdraw your consent to the data

processing, or to object to the processing of your personal data, by UniBallast B.V. You also have the right to data portability. This means that you can request that we send the personal information we have, in a computer file to you or another organization nominated by you.

You can send a request for access, correction, deletion, data transfer of your personal data, request for withdrawal of your consent, or objection to the processing of your personal data, to [info@uniballast.nl](mailto:info@uniballast.nl)

To ensure that the request for access has been made by you, we ask you to send a copy of your ID with the request. This copy should be readable and at least include passport photo, passport number and social security number. This is to protect your privacy. We will respond to your request as soon as possible. If we are under the impression that the request is made by another person or organization without your consent, we will contact you by phone and/or ask you to visit our office in person to verify if the person making the request is you.

### **Complaints**

We would also like to point out that you have the opportunity to file a complaint with the national supervisory authority, the Dutch Data Protection Authority. This can be done via the following link:

<https://autoriteitpersoonsgegevens.nl/nl/zelf-doen/privacyrechten/privacyklacht-indienen>