

**PRIVACY STATEMENT CUSTOMER AND SUPPLIER ADMINISTRATION**  
**PRIVACY STATEMENT**

**Collection and use of personal data of customers, suppliers and other Contractors**

*We would like to draw your attention to the fact that we will collect and use the personal data that you provide to us because this is necessary to conclude and execute a possible agreement with you. This applies to both our (potential) customers and to parties from whom we purchase goods and/or services.*

*If you are a (potential) customer of ours, we will use your data to be able to send you a quote, to be able to determine which specifications or wishes a certain item or service must meet, to be able to deliver goods or perform work for you, to be able to invoice and to be able to communicate with you smoothly and efficiently about the implementation aspects of the agreement.*

*If you are a (potential) supplier or other contractor, your personal data is also necessary for the conclusion and execution of the agreement. In the case of purchasing, this is necessary to be able to inform you of the specifications or wishes that a particular item or service must meet in our opinion, to be able to send a quotation request or to place an order with you, to be able to pay your invoices and to be able to communicate with you quickly and efficiently about other aspects of the agreement.*

*You are not obliged to provide us with your personal data. However, if you do not provide us with any or insufficient personal data, it is possible that we will not be able to carry out the activities mentioned above.*

**Transfer to third parties**

*In connection with the execution of a possible agreement with you, it is possible that we must provide your personal data to parties that supply parts, materials and products to us or carry out activities on our behalf. Furthermore, we use external server space for the storage of (parts of) our sales and purchasing administration, of which your personal data form a part. For this reason, your personal data is provided to our server space provider. Furthermore, we use Microsoft Office and the associated storage options for e-mails and other files. Because we use a newsletter mailing service, your personal data will finally be passed on to the provider of this service.*

**Direct marketing**

*If you have given us permission to do so, we will store and use the personal data you have provided to inform you personally by e-mail in the future about our existing and new products and services and possibly make you an offer for this.*

*Every time we send you an advertising mailing, you have the option to let us know that you no longer wish to receive this. See the unsubscribe link at the bottom of each mailing.*

**Retention period for personal data**

*If you have requested a quote from us but have not become a customer of ours, we will delete your data no later than one year after our last contact. Also if we have received a quote from you, but we have not become a customer of yours, your personal data will be deleted no later than one year after our last contact. If you have become a customer of ours or we have become a customer of yours, 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 period of seven years corresponds to the period within which we are obliged to retain 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 inspect 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 deleted or that the use of your personal data be limited. You can also 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 to transfer that data to another party. In order to exercise your rights, you can contact: Clouds International B.V. 1ste Industrieweg 6a, 3411 MG Lopik, 0348551644, [info@clouds.nl](mailto:info@clouds.nl) . You can also contact us with questions or for more information about the collection and use of your personal data.*

*Lopik 18 May 2018*