

PRIVACY STATEMENT CLIENT, RELATION AND SUPPLIER ADMINISTRATION

Gathering and use of client, relation, supplier and contractor's personal information

We would like to inform you that personal information given to us will be gathered and used as this is essential for closing an agreement and completing the work. This applies both to our (potential) customers and to parties from whom we purchase goods and/or services.

If you are a (potential) customer of ours, we use your data to send you a quotation; in order to determine specifications or wishes to which a specific item or service should comply; in order to deliver goods or activities for you; for invoicing and for communication with you about implementation and honouring the agreement. We wish this communication to run smoothly and efficiently.

If you are a (potential) supplier or contractor, your personal details are also necessary for closing the agreement and completing the work. During procurement we need to communicate about specifications and/or wishes to which items must comply. Furthermore we need to be able to send quotation requests or place orders with you, pay your invoices and communicate with you about any other aspects of the agreement.

You are not obliged to provide us with your personal data. However, if you provide us with insufficient or no personal data, then it may not be possible to perform the activities mentioned above.

Transfer to third parties

During execution of any future agreements, we may need to provide your personal data to parties who supply parts, materials and products to us or carry out work under our instruction. We use a Customer Relationship Management or CRM for our sales and acquisition administration, which includes your personal data. Your personal data is therefore given to our data storage provider. We also use Microsoft Office and the associated storage facilities for e-mails and other files.

Personal data retention period

Your data will be stored for a period of seven years, which will begin the financial year after the one in which the contract was fully implemented. This period corresponds to the period in which we are obliged to keep our administration for the Tax Authorities. Subsequently we will delete your personal data.

Your rights

You have the right to request a viewing of your own personal data. If necessary you may also request us to supplement your personal data or to change inaccuracies. You also have the right to request that we delete your personal data or limit its use. You can also object to the collection and use of your data or file a complaint with the Dutch Data Protection Authority. Finally, you may request us to obtain your personal data or transfer this data to a third party. In order to exercise your rights please contact us on: info@thermatras.nl. If you have any questions or require further information regarding the collection and use of your personal data you may contact us on telephone number 0031-180-641950.