



Privacy Statement HEKO Projecten B.V.

HEKO Projecten B.V. provides products and services in the fields of stand and interior construction and project supervision.

HEKO Projecten B.V. has its registered office at Industrieweg 11B, 6651 KR, in Druten, the Netherlands. This privacy statement applies to the processing of personal data by HEKO Projects B.V. HEKO Projecten B.V. believes that protecting your right to privacy is important. HEKO Projecten B.V. processes your personal data in accordance with the General Data Protection Regulation (GDPR) and the Dutch Telecommunications Act (Telecommunicatiewet).

This means that we:

- Process your personal data for the purposes for which it was provided. These purposes and the type of personal data are described in this privacy statement;
- Limit the processing of your personal data to only the minimum amount of data that is required for the purposes for which it is processed;
- Will ask for your express permission if we need it for the processing of your personal data;
- Have taken appropriate technological and organisational measures so that the protection of your personal data is guaranteed;
- Do not pass on your personal data to other organisations, unless it is necessary for the purposes for which it has been provided;
- Are aware of your rights regarding your personal data, we respect them and would like to inform you about these rights.

The following subjects are dealt with in this statement:

1. Which personal data do we process and for what purpose?
2. What do we do with your information?
3. What options do you have to stop the processing of the data?
4. Cookies
5. Click behaviour
6. The HEKO Projecten B.V. and other websites
7. Retention period
8. Protection of personal data and systems
9. Amendments to the privacy policy
10. Questions
11. Contact details

1. Which personal data do we process and for what purpose?

Processing of customers' and/or suppliers' personal data

HEKO Projecten B.V. processes the personal data of customers and suppliers for the following purpose(s):

- Administrative purposes
- Communications about assignments and/or invitations
- Implementing or issuing assignments.

The basis for processing this personal data is:

- The agreed assignment.



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HEKO Projecten B.V. may ask you for the following personal data for the purpose(s) mentioned above:

- Name, initials and surname prefix
- Gender
- Title
- Job
- Organisation where you are employed
- Address, postcode, city, province, country
- E-mail address
- Telephone number
- Fax number
- Website
- Banking information, including the account number or credit card number
- Chamber of commerce and VAT number.

Processing of prospects' and/or interested parties' personal data

HEKO Projecten B.V. processes the personal data of prospects or interested parties for the following purpose(s):

- Providing information in the form of newsletters and/or targeted contacts.

The basis for processing this personal data is:

- Verbal permission, provision of a business card and/or a link on LinkedIn, Facebook or Twitter.

HEKO Projecten B.V. may ask you for the following personal data for the purpose(s) mentioned above:

- Name, initials and surname prefix
- Gender
- Title
- Job
- Organisation where you are employed
- Address, postcode, city, province, country
- E-mail address
- Social media accounts
- Telephone number
- Fax number
- Website
- Chamber of commerce and VAT number.

Processing of newsletter subscribers' personal data

HEKO Projecten B.V. processes the personal data of those who subscribe to the newsletter for the following purpose(s):

- Informing the person by way of news messages.

The basis for processing this personal data is:

- Subscription to the newsletter.

HEKO Projecten B.V. may ask you for the following personal data for the purpose(s) mentioned above:

- Name, initials and surname prefix
- Gender



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- Title
- Job
- Organisation where you are employed
- Address, postcode, city, province, country
- E-mail address
- Telephone number
- Fax number
- Website
- Chamber of commerce and VAT number.

To send you newsletters that are most relevant to you, we may have insight into your online surfing, reading and buying patterns on our own website(s) and other online communication so that we can ensure that the newsletter caters for this.

All newsletters or offers give you a so-called opt-out option. This means that once you have used this option, you will no longer receive any offers from HEKO Projecten B.V.

Processing of other personal data

You have the option of contacting us by e-mail or by telephone. To be able to deal with your questions, complaints or other matters, and to be able to retrieve the history of issues at a later stage, we process your questions, complaints or other matters in our system. If possible, we will remove special personal data (health, race, etc) from the questions, complaints or other matters.

2. What do we do with your information?

We use the personal data provided only for the purposes we have outlined above.

Disclosing information to third parties

Your information may also be disclosed to third parties if this is necessary for implementing the purposes outlined above.

For instance, we use the services of a third party to:

- Provide the internet environment
- Carry out the financial and other administration
- Implement marketing and sales activities
- Send newsletters and invitations.

We never pass on personal data to other organisations with whom we do not have a data processing agreement. It goes without saying that we reach the necessary agreements with these parties (the processors) to guarantee the protection of your personal data.

For the rest, we will not disclose the information you provide to other organisations, unless it is required and permitted by law. As an example, the police may request personal and other information in connection with an investigation. In such a case, we are obliged to cooperate and are therefore also obliged to disclose this information. We may also share personal data with third parties if you give us your written permission for this.

Within the EU

We do not disclose personal data to organisations that are based outside the EU.

Minors

We only process personal data of minors (persons under the age of 16 years) if the parent, carer or legal representative has given written permission for this.



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3. What options do you have to stop the processing of the data?

You can ask us to provide insight into all personal data that HEKO Projecten B.V. processes at reasonable intervals. You can ask us to correct, supplement, change, restrict, transfer or delete this personal data. For this, you can contact us in writing or by e-mail at info@hekoprojecten.nl. HEKO Projecten B.V. will respond to your request within four weeks at the latest. If your personal data is used for direct marketing purposes, you can lodge an objection to this, after which your personal data will no longer be used for this purpose. If you have subscribed to our newsletter, you can unsubscribe at any time. You can do so by using the unsubscribe link at the bottom of every newsletter.

4. Cookies

HEKO Projecten B.V. uses cookies to collect information about its customers for the purposes of targeted communications, including the provision of service-related information and targeted marketing activities relating to HEKO Projecten B.V. events and events held by third parties that it has selected. You are always entitled to refuse cookies. If you refuse cookies, however, it is possible that certain services may not be available to you and the website may not function optimally.

5. Click behaviour

General visitor data is recorded on the HEKO Projecten B.V. websites, without it being possible to identify the visitors. The purpose of this is to improve the configuration of the website. This information may also be used to put information on the website that is better geared to visitors to the website.

6. The HEKO Projecten B.V. and other websites

There are several hyperlinks to other websites on the HEKO Projecten B.V. website. HEKO Projecten B.V. cannot be held responsible for the way in which these websites handle your personal data.

7. Retention period

As soon as the personal data is no longer required for the purpose for which it is processed, this data will be deleted, unless we are obliged by law to retain your personal data for longer. If that is the case, your personal data will be kept for the duration of this statutory retention period.

8. Protection of personal data and systems

HEKO Projecten B.V. has taken appropriate technical and organisational measures to protect users' personal data from loss or unlawful processing. For instance, we have taken the following measures:

- All persons who can access your personal data on HEKO Projecten B.V.'s behalf are under an obligation to maintain its confidentiality.
- We apply a username and password policy on all our systems.
- We pseudonymise and encrypt personal data if there is a reason to do so.
- We back up the personal data so that we can restore it if there are physical or technical incidents.
- We test and evaluate our measures regularly.
- Our members of staff have been informed about the importance of personal data protection.



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9. Amendments to the privacy policy

HEKO Projecten B.V. may change this text and the principles arising from it at any time. All amendments will be announced on this website. For this reason, we advise you to check this web page regularly. This privacy statement was amended on 3 October 2018.

10. Do you have any questions?

Should you have any other questions about the collection and use of your personal data, or if you would like to raise an objection, please contact Erwin Kocken at erwin@hekoprojecten.nl. You also have the option of lodging a complaint with the supervisory authority, i.e. the Dutch Data Protection Authority.

11. Contact details

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