

## PRIVACY STATEMENT

### 1. General

Shipyards De Schroef respects privacy with regard to personal data received by the company. This privacy statement explains which personal data the company will process and the purpose related thereto. We recommend anyone who intends to contact our company to read this privacy statement first.

In case of any questions related to this privacy statement, please contact us:

Shipyards De Schroef B.V.  
Wervenvweg 1  
4551 MC Sas van Gent (NL)  
T: +31 (0) 115 47 16 59  
E: mailbox@deschroef.com

### 2. Personal data

Shipyards De Schroef processes personal data for multiple purposes. Which personal data is processed, and to which end, is explained as follows.

#### *Services*

In order to provide our services, we require your name and contact details. If our services so require we will forward your personal data to third parties.

#### *(Direct) Marketing*

Our company collects commercial information we consider relevant, such as the market positions of companies, potential (further) interest of companies and/or people in our services, details of employees in such companies and employees and/or others who have contacted our company. Of the aforementioned companies, people and others, we collect contact details and other information we find relevant. Similar information is collected on (potential) suppliers. We collect this information based on our justified (commercial) company interests.

#### *Social media*

Our company can be found through and on several sources on social media. We can collect and process your personal details when visiting our website or social media sources.

#### *Job applications*

Shipyards De Schroef collects and processes personal data of job applicants by means of direct personal contact, through mail, e-mail and/or phone conversations. From job applicants, we will collect name, gender, contact details, application letters, educational information, (previous) job related information, etc. This information is considered relevant for reviewing the job application and will be deleted within 4 weeks after the job application procedures related to the vacancy have ended. With the consent of the job applicant, all details related to the job application can be kept on file longer than 4 weeks in order to be able to contact the applicant in the future.

#### *Employees*

Our company will process personal data of employees as part of the employment contracts and legal obligations/rights. Personal details from employees are collected through direct personal contact, by mail, by e-mail and/or phone conversations. The data we collect are names, gender, contact details,

bank details, tax-related details, wage-related details, various communication details, educational information, (previous) job related information, records of absence, information related to job-performance, information related to jobs carried out and working hours. These details are relevant required in the relation between the employer and employees. The information on file is to archived within 6 months after the employment contract has ended and will be deleted within 7 years after the end of the employment contract.

### 3. Sharing personal data

We will not share your personal data with companies, organisations and individuals outside our organization, unless the following circumstances are applicable.

#### *Contractual obligations*

Sharing personal data with third parties is acceptable when required in order to meet any contractual obligations with you or your employer.

#### *Consent*

After notification of your consent we are allowed to share your personal data with third parties.

#### *External processing*

We will share your personal data with our partners in order to process details on our behalf, in accordance with our privacy policy and in accordance with other reasonable confidentiality- and security measures. Our partners are our IT-suppliers, website administrators and ERP-/systems administrators.

#### *Legal objectives*

We will share personal data with third parties when we are of the opinion that sharing these details is necessary in order to comply with laws and regulations, legal proceedings and/or requests from governmental/public institutions.

#### *Legal obligations*

If any legal obligation so requires, we will share personal data with third parties.

Shipyards De Schroef requests any recipients of personal data to ensure that the information will be treated as confidential and be properly secured.

#### *Retention periods*

We will store the personal data of (potential) customers, suppliers and/or other shareholders as long as we see fit in order to carry out our services and afterservices in accordance with company policy. The personal data from (potential) customers, suppliers and/or other shareholders will be stored for 7 years since the last contact. In case you have provided your contact details to our company in order to keep you updated on our services, we will keep your contact details on file for that purpose.

### 4. Sharing personal data outside of the EU

Shipyards De Schroef can transfer your personal data abroad. Countries within the European Economic Area (EEA) have a similar level of protection for personal data, compared to The Netherlands. In accordance with the general requirements from privacy laws and regulations, we can transfer your personal data to countries abroad. This may be required, for instance, in order to ensure proper communication when carrying out our services.

## 5. Your rights

You are entitled to a number of rights related to privacy laws and regulations, among which are: access, rectification, deletion of details, right to object, right to restrict, processing of data, transfer of digital data and the right to object. Further details on these rights are mentioned below.

### *Right to access*

Upon your request, you will be informed if we have processed your personal data. Furthermore, we will let you know which personal data of yours we have processed and/or are still processing. We will also let you know to which purpose this personal data is processed, who we have shared this information with, how long the data is expected to remain stored and which other rights you are entitled to.

### *Rectification*

After access to your personal data we have stored, you may request to rectify any incorrect personal data.

### *Deletion*

You may request to delete your personal data from our systems and/or files in case:

- the personal data is no longer required for the purpose related to collecting the data;
- you have revoked your permission for further processing of the personal data and there is no other reasonable purpose to keep the data on file;
- you have objected to processing the personal data and there are no reasonable grounds to consider your objections unfounded and/or insufficient;
- your personal data was not processed in accordance with the applicable laws and regulations;
- we are obligated to delete your personal data due to laws and regulations;
- we have collected your personal data by means of mobile phone- or internet services.

### *Right to object to processing or restrict processing*

If you have reported our files to contain incorrect personal data of yours, you may request us to limit the processing of this personal data as long as your request is under consideration. You may also request to limit the processing of your personal data if you are of the opinion that we are processing your personal data unlawfully, the personal data is no longer required or you object to any further processing of your personal data by our company. After receipt of your request to object or restrict to processing your personal data, we will only process your personal data after your consent unless there are reasonable grounds to process your personal data without your consent.

### *Transfer of digital data*

If you have forwarded personal data to our company in a structured, generally accepted file format and we have processed this personal data with your consent or based on contracting purposes, you have the right to request a copy of your personal data we have on file.

### *Objection*

You may object to processing your personal data at all times. We will stop processing your personal data after consideration of your objection, unless there are reasonable grounds to continue processing your personal data. In case your personal data is processed by us for the sole purpose of direct marketing, you may object to this and we will cease to process your personal data to that purpose.

### *Exercising rights*

If you wish to exercise any of your rights related to privacy and/or personal data, please contact us through the e-mailadres [mailbox@deschroef.com](mailto:mailbox@deschroef.com). Shipyard De Schroef will consider your request within 4 weeks, unless we have informed you of the fact that we require more time to inform you on our decision.

In case your personal data is being processed with your consent, you have the right to withdraw your consent. Any withdrawal of your consent will not affect the previous consent given to process your personal data.

### 6. Complaints

In case of any complaint related to your personal data, please refer to the personal complaints authority (klachtenprocedure Autoriteit Persoonsgegevens). This authority is entitled to take your complaint under advisement.

### 7. Questions?

In case of any questions, please let us know through the following e-mail address:  
[mailbox@deschroef.com](mailto:mailbox@deschroef.com).

This privacy statement complies with the General Data Protection Regulation (GDPR). We reserve the right to revise this privacy statement. The latest version of the privacy statement will be published on our website.

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