

POST MARINE HEATING PRIVACY STATEMENT

FOR CUSTOMER AND SUPPLIER RECORDS AND BUSINESS CONTACTS

The collection and use of personal data from customers, suppliers and other contractors and business contacts

Please note that we will collect and use the personal data that you provide us with either because you have given your consent or because it is necessary for the protection of our legitimate interests. We process the following data: name, address and contact details. Please note that we will collect and use the personal data you provide us with as this is necessary in order to conclude and execute any agreement with you. This applies to our existing and potential customers, as well as parties from whom we purchase goods and/or services.

If you are one of our business contacts, we will use your data to contact you for purposes that are in our company's interests. These include, for example, discussing possible cooperation, providing and obtaining information, and maintaining our network.

If you are an existing or potential customer of ours, we will use your data to send you a quotation; to determine which specifications or wishes a certain item or service should meet; to be able to deliver goods to you or do work for you; to be able to invoice you; and to communicate with you smoothly and efficiently about the execution of the agreement.

If you are an existing or potential supplier or other contractor, your personal data are also necessary for concluding and implementing the agreement. For purchasing, this is necessary in order to let you know which specifications or wishes a certain item or service should meet as far as we are concerned; to be able to send a request for a quotation or to place an order with you; to be able to pay your invoices; and to communicate smoothly and efficiently with you about other aspects of the agreement.

You are not obliged to provide us with your personal data. However, if you provide us with no personal data or incomplete personal data, it is possible that we will be unable to carry out the above-mentioned activities.

Transfer to third parties

In connection with the execution of any agreement with you, we may be required to provide your personal data to parties who supply parts, materials and products to us or perform work under contract on our behalf. We also use external server space to store all or parts of our sales and purchase records and list of contacts, which include your personal data. For this reason, your personal data are given to our server space provider. In addition, we use Microsoft Office and its storage capabilities for e-mails and other files.

Retention period for personal data

If you have requested a quotation from us but you have not become our customer, we will remove your data no later than one year after our last contact. If we have requested a quotation from you but we have not become your customer, your personal data will also be removed no later than one year after our last contact. If you have become our customer or we have become 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 for which we are obliged to retain our records for the Tax and Customs Administration. After this period, we will delete your personal data.

Your rights

You have the right to ask us for access to your own personal data. If there is reason to do so, you can also ask us to supplement your personal data or correct inaccuracies. In addition, you have the right to ask to delete your personal data or to restrict the use of your personal data. You can also make an objection to us regarding the collection and use of your data or submit a complaint to the Dutch Data Protection Authority. Finally, you can make a request to us to obtain your personal data or transfer them to another party. To exercise your rights, please contact: Post Marine Heating, Boezem 20a, 4206 CB Gorinchem, the Netherlands, +31 (0)183-612011, info@postmarineheating.com. You can of course also contact us with questions or for more information about the collection and use of your personal data.

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