

Privacy statement Cside Global

This privacy statement has been drawn up on the basis of the General Data Processing Regulation (AVG in Dutch) which has been effective since 25 May 2018.

This privacy statement applies to all organizationally connected legal entities within the Colijn group headed by Colijn Europa Holding B.V., which also includes Cside Global B.V..

By means of this privacy statement we give you insight into the way in which we process your personal data, and for which purposes we temporarily store these data carefully.

The legal person responsible for the processing of personal data, as described in this privacy statement, is your direct contract partner within Cside Global.

Data Processing Controller

(Art 4, par. 7 of the AVG)

The controller is the legal entity who, alone or together, determines the purpose of, and the means for the processing of personal data.

The Colijn group has appointed a Data Protection Officer (DPO). In case of questions or complaints you can contact your account manager or contact person. If there is a data breach or gross violation of privacy, the DPO will be involved in going through the established procedures.

Cside Global

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Personal data

(Art 4, par. 1 of the AVG)

Personal data are data concerning an identified or identifiable natural person. This means that the data concerning a person must be traceable to an individual (natural person), or, on the basis of the data, it must be clear which person is involved.

We process the following personal data about you:

- Name
- Address
- E-mail
- Telephone Number
- VoIP account name (Skype / etc.)
- Gender
- Company name

Additional for the purpose of services:

- Position

Additional for employees:

- IBAN
- BSN
- Date of birth

In case your VAT number contains your BSN, we are aware that we then also register your BSN.

Valid from 6 April 2018.

All sales and services take place under the general delivery and payment conditions of Nederland ICT, which are filed with the Chamber of Commerce under number 30174840 and can also be downloaded from our website at: <http://www.colijn-it.nl/voorwaarden>

Goals for processing personal data

(Art 6, par 1, sub b of the AVG)

We process your personal data in order to execute the agreement that we have concluded with you.

Within the framework of this agreement, we can distinguish the following goals:

- Carrying out a quotation or information request or purchasing process.
- Carrying out a quotation or information request or sales process.
- Carrying out consultancy and support activities.
- Carrying out a job application procedure.

We will not process your personal data for other purposes without your permission.

Third parties

(Art 4, par. 10 of the AVG)

We do not provide your personal data to third parties, unless it is necessary for the execution of the agreement, or if we are obliged to on the basis of a court order or a legal duty. We will notify third parties before we share any relevant information.

Data outside the EU

We will not share your personal information or forward it to a third country (outside the EU) without your permission.

Security measures

(Art 32 of the AVG)

We have taken appropriate technical measures to protect your personal data. This include our measures against unauthorized access, unauthorized use, unauthorized modification, unlawful and unintended destruction and unintended loss.

We have also taken appropriate organizational measures to protect your personal data. For example, your personal data will only be consulted or processed by those employees who, in view of their position, must have access to it. Our employees have a duty of confidentiality and are periodically trained in the area of privacy and security of your data.

We also have suitable measures in regard to third parties. For example; we have concluded a data processing agreement with every third party that processes your data. This sets out the purpose of the processing and agreements regarding the level of the technical and organizational measures.

Storage period data

(Art 5, par. 1, sub e of the AVG)

We do not store your personal data longer than is necessary for the purpose for which it was processed. The retention period of the data can be requested from your contact person.

Rights of the data subjects

The General Data Protection Regulation grants the following rights to persons whose personal data are processed (the data subjects):

Right to information

(Art 13-14 AVG)

A data subject must be informed of the fact that processing of his personal data is taking place, or will take place, and what the purpose of said processing is. Even if the purpose of the processing changes the person concerned will be informed of this.

Right of inspection

(Art 15 AVG)

A data subject has the right to view the personal data processed of him/her. The controller must provide the person concerned with a copy of the personal data being processed.

Right to rectification

(Art 16 AVG)

A data subject has the right to have his/her personal data corrected or re-filed. The rectification must take place immediately. The controller is obliged to notify any recipient to whom personal data has been provided of any rectification, unless this is impossible or requires a disproportionate amount of effort.

Right to data change

(Art 17 AVG)

The controller is obliged to delete personal data of the data subject without undue delay, including when:

- personal data are no longer necessary for the purposes for which they were collected or processed;
- the person concerned has withdrawn consent and no other legal basis for processing exists;
- the person concerned objects to the processing;
- the personal data have been processed unlawfully.

Right to restriction of processing

(Art 18 AVG)

The right to restriction means that the personal data may (temporarily) not be processed and may not be changed. The fact that the processing of the personal data is limited must be clearly indicated in the file by the controller, so that this is also clear for

recipients of the personal data. When the restriction is lifted, the person concerned must be informed.

Right to data portability

(Art 20 AVG)

This right means that a data subject must be able to obtain the information from a controller in a structured, current and machine-readable form, and has the right to transfer this data to another controller or have it transferred directly, without being impeded, unless this breaches the rights and freedoms of others. A data subject has the right to transferability as far as data provided by him are concerned.

Right of objection

(Art 21 AVG)

A data subject may, for reasons connected with his specific situation, make use of this right of objection to the processing of personal data relating to him, if the requirements set out in the Regulation have been met. If a data subject objects, the controller will stop the processing unless compelling justified grounds require otherwise.

Right not to be subject to automated individual decision making / profiling

(Art 22 AVG)

This right can be considered, for example, the automatic refusal of an online application for credit or the processing of applications via the internet without human intervention. Automated individual decision making is possible in three cases:

- A. if it is necessary for the realization or performance of an agreement;
- B. if it is permissible under an EU or Member State provision;
- C. if it is based on the express permission of the person concerned.