

Privacy Statement Business contacts

Collecting and using personal data of clients, suppliers and other contractors

We would like to address to you the fact that we will collect the personal data that you offer us and use this, while this is necessary for us to close and carry out potential agreements with you. This applies both to our (potential) customers as well as to parties by whom we carry out business and/or purchase services.

If you are a (potential) client of us, then we will use your data to: offer you a quotation, determine which specifications and wishes a certain case or service needs to suffice, deliver items or to be able to perform work for you, send invoices and to smoothly and swiftly communicate with you about the implementation aspects of the agreement.

If you are a (potential) supplier or other distributor, then your personal data are also needed for the closing and execution of the agreement. Within purchasing, this is necessary to: let you know which specifications or wishes a certain item or service – according to us – needs to meet, send you a quotation or to place an order with you, pay your invoices and to smoothly and swiftly communicate with you about other implementation aspects of the agreement.

You are not obligated to deliver us your personal data. If you send us no or insufficient personal data, it will be however, not possible for us to conduct business with you.

Collecting, using and storing personal data of business relations

We would like to address to you the fact that the personal data you provide us, will be collected and used by us, as per your permission as to the necessity to the representation of our justified interests. We will process the following (personal) data: name, address and contact details.

Are you a relation of us, then we will use your data to contact you for purposes which are of interest for our organization. This could be for the discussion of our potential collaboration, to provide or gather information and for maintenance of our network.

You are not obligated to deliver us your personal data. If you send us no or insufficient personal data, it will be however, not possible to conduct business with you. Your data will be stored to a maximum of one year after termination of our business relationship, unless otherwise required by law.

Transfer to third parties

Related to the execution of a possible agreement with you, it is possible that we need to deliver your personal data to parties who supply us parts, materials and products or who carry out work in our order. Furthermore, we use Microsoft Office and its corresponding storage options for e-mails and other files.

Time period saving personal data

In case you have requested a quotation from us, but you have not become a customer of us, we will save your personal data with a maximum of one year after our last communication. Also in case we have requested a quotation from you and we have not become your customer, we will delete your personal data periodically. Are you a customer of us or we are a customer of you, we will save your personal data for the obligated time after the last financial year wherein the agreement with you has completely been fulfilled. This period agrees with the period within we are obligated to save our administration for the Tax authorities. After this period, we will delete your personal data periodically.

Your rights

You have the right to ask us to see your personal data. If there is a sound reason, you could ask us to complement your data with missing information or to change inaccuracies. Next to this, you have the right to ask us to delete your personal data or to limit the usage of your personal data. You can also object against collecting and using your data or file a complaint with the Authority of Personal Data. To close, you can request us to obtain your personal data or to transfer the data to another individual.

To exercise your rights, you can contact our Administration (ap@numafa.com). Of course, you are more than welcome to contact us with any questions regarding the tracking and using of your personal data.

Privacy Statement Cookies and Analytics

Collecting and using cookies received through our websites

It may occur that the website will send a “cookie”, which is a small text file, to your computer. With this we can recognize your computer when you visit our website again. If you do not want to receive cookies, you can check in the helpfile of your internet browser how to block all cookies or to receive a notification when a cookie will be saved. For more information on cookies, you can visit:

<http://www.cookiecentral.com>.

When you visit our website to view and read our information or to download information, we will gather and save a number of ‘visitor data’, like domain name and the hosting computer from which you are using internet, the IP-address (Internet Protocol) of the computer that you are using, the date and time when you have visited our website and the internet address of the website that has linked you directly to our website. With this information, we measure the traffic on our website and could then improve our websites. This data will be deleted after a number of time.

Analyzing of website usage through cookies and Google Analytics

This website uses Google Analytics, a web analysis tool which is offered by Google Inc. Google Analytics uses ‘cookies’ (a text file which is placed on your computer) to help analyzing the website on how users use the website. The by cookie generated information about your usage of the website (included with your IP-address) will be transferred to and stored by Google on servers in The United States. Google uses this information to keep up how you use the website, to draw up reports on the website activity for website-operators and to offer other services in regards to website-activity and internet usage. Google is allowed to provide this information to third parties when they are forced by law, or when the third parties will process the information on behalf of Google. Google will not combine your IP-address with other information that Google will have. You can decline the usage of cookies by choosing the settings within your own browser that blocks the cookies. We want, however, to point out that you might not be able to use all the options within our website. By using our website, you give permission of the usage of the information by Google as described.

Privacy Statement Personnel administration

Collecting and using personal data of applicants, temps/payroll-employees, interns and employees.

We would like to address you to the fact that we will collect and use the personal data which you provide us, while this is necessary for completing the application procedure or to close and execute a (possible) employment contract / internship agreement / temporary employment contract. Besides this, a couple of personal data is necessary for the compliance and execution of the provisions of our Collective Labour Agreement.

We also collect and use your personal data to meet certain legal obligations. These legal obligations are related to, for instance, the determination and liability of taxes and fees for employees.

Considering the necessity, you are obligated to provide us with the necessary personal data. If you supply us with no or insufficient data, we might not be able to run a full application process with you, to enter into and execute a (potential) employment contract / internship agreement / temporary employment contract or to fulfill our lawful obligations.

Are you a (payroll-)employee or intern, we then will use your data for draw up, execution and termination of the working- or internship agreement or work relationship. Within this the following applies:

- The handling of human resources;
- The determination and payout of salary, allowances and other amounts of money;
- And the determination and payout of possible taxes, fees and other fiscal duties for you as employee or intern.

When you are an applicant, we will use your data to communicate with you about the application procedure, the assessment of your suitability for a certain vacant position and the possible settlement of the costs incurred by you.

When you are a temporary worker, we will use your data which we receive from the employment agency to assess your suitability for the (possible) vacant position and for the execution of the temporary employment contract.

Transfer to third parties

It is possible that we will transfer your personal data to third parties. These parties can be government agencies, parties who conduct business on our behalf or parties we are obligated to distribute the data in regards to (the execution of) the working agreement.

This includes the following parties:

- The “Belastingdienst” (Tax office);
- The Uitvoeringsinstituut Werknemersverzekeringen (UWV);
- Our occupational health and safety service/company physician;
- The Social Affairs and Employment Inspection;
- The Pension fund;

- The leasing company;
- The absence insurer;
- Our accountant / salary administrator;
- The travel agency, hotel, airline company;
- Embassy, the visa office regarding attaining a visa.

In some cases, it is necessary to distribute your personal data to others to meet the law. As is the case with the Tax office, the UWV, the occupational health and safety service/company physician, the (required) pension fund and the Social Affairs and Employment Inspection.

In other cases, the distribution of your data is necessary to fulfill a (working) agreement with you. Such as distribution towards the leasing company or embassy. With the distribution of your data to our absence insurer, we have a justified interest, we can then claim an insurance payment.

Besides, there are parties who carry out work commissioned by us. Such as the accountant / salary administrator. With the transfer your data to these parties, we have a justified interest. This work is commissioned for (amongst others) the knowledge and expertise which the account or salary administrator possesses. To carry out the (working) agreement with you, the accountant / salary administrator needs your personal data.

Retention period of personal data

We will delete your application data periodically.

The personal data from the payroll which are of fiscal interest, will be saved by us for the time of the lawful obligations. Payroll tax statements and a copy of your identification will be saved by us for a period after the termination of your employment. This retention period also relates to our lawful obligations.

For other data of the personnel- and payroll administration, we will periodically delete your data, unless certain data is necessary for us to fulfill any legal (retention) duties or in case of a labor dispute or lawsuit. With 'other data of the personnel- and payroll administration' we mean for instance working agreements, reports of appraisal and performance reviews, correspondence of nomination, promotion, degradation and dismissal, certificates and administrative absence data.

Your rights

You have the right to ask us to review your personal data. Whenever there is need, you also have the right to request us to supplement your personal data or to change inaccuracies. Besides this, you have the right to ask us to delete your personal data or to limit the usage of your personal data. You may also object to the collecting and using of your data. Whenever you feel that we handle your data incorrect, you may file a complaint to the organization which monitors the rules of privacy: The Personal Data Authority.

To close, you may request to receive your personal data or to transfer the data to another.

The above mentioned rights may not be exercised under all circumstances. In case we need your personal data to fulfill the lawful requirements, you cannot object or request for removal.

To fulfill your rights, you may contact our Administration through ap@numafa.com. For any questions regarding the collecting and using of your personal data, you are more than welcome to contact us.