



Collection and use of personal data of customers, suppliers and other contractors

We would like to point out that we will gather and use the personal data you provide us with because this is necessary to conclude with you and execute a possible agreement or contract. This applies to both our (potential) customers and to parties from which we purchase goods and/or services.

If you are a (potential) customer of ours, we will use your data to be able to send you a quotation, to be able to determine what specifications or requirements certain goods or services must meet, in order to be able to deliver goods or carry out the activities for you, in order to be able to invoice you and to be able to communicate with you quickly and efficiently concerning the implementation aspects of the agreement or contract.

If you are a (potential) supplier or another contractor, your personal data are also required for concluding and executing an agreement or contract. In case of purchasing, this is necessary in order to be able to inform you about what specifications or requirements certain goods or services must meet, to be able to send you a request for a quotation or to place an order with you for delivery of goods or services, to be able to pay your invoices and to be able to communicate with you smoothly and efficiently concerning any other aspect of the agreement or contract.

You are not obliged to provide us with your personal data. If you do not provide us with your data or you provide us with insufficient personal data we might not be able to carry out the above mentioned activities.

Transfer of personal data to third parties

In connection with the performance of a possible agreement or contract with you it may be necessary to provide your personal data to parties that supply parts, materials or products to us or who perform activities on our instructions. We also make use Microsoft Office 365 and the related external storage facilities for e-mails and other files.

Collection and use of personal data belonging to business clients (other than customers, suppliers and other contractors)

We would like to point out that we will gather and use the personal data you provide us with because you have consented thereto or because this is necessary in order to look after our legitimate interests. We process the following data: name, address and contact details.

If you are a business relation of ours, we will use your data to be able to contact you for purposes that are in the interest of our business. This includes for example discussion of a possible collaboration, providing and obtaining information and maintenance of our network.

You are not obliged to provide us with your personal data. If you do not provide with personal data or provide us with insufficient personal data we might not be able to carry out the above mentioned activities.

Transfer of personal data to third parties

We make use Microsoft Office 365 and the related external storage facilities for e-mails and other files.



Direct marketing to customers

If you place orders with us on a regular basis, we will store and use the personal data you have provided in order to be able to inform you personally by e-mail in the future of our existing and new products and services and possibly send you an offer in this respect. We have a legitimate interest in using your personal data for this purpose, namely selling our products and services. Every time we send you a marketing e-mail, you have the option of informing us that you no longer wish to receive such e-mails. We would like to refer you in this respect to the opt-out link at the bottom of each mailing. If you are a one-time customer of ours we will only send you marketing e-mails if you have granted us your approval to do so in advance.

Retention period personal data belonging to customers, suppliers and other contractors

If you requested a quotation from us, but you did not become our customer, we will remove your data after one year after our last contact at the latest. We will also remove your personal data after one year after our last contact at the latest if we received an offer from you but we did not become your customer. If you have become our customer or we have become your customer, we will retain your personal data for a period of seven years after the end of the financial year in which the agreement or contract with you was executed. The period of seven years corresponds to the period in which we are obliged to keep our records for the Dutch Tax and Customs Administration. We will remove your personal data at the end of this period.

Your rights

You have the right to request to view your own personal data. If there is reason to do so, you may also request us to supplement your personal data or to correct inaccuracies. You also have the right to request that your personal data be deleted or that the use of your personal data be limited. You can also submit an objection to the collection and use of your personal data to us or submit a complaint to the Dutch Data Protection Authority. And finally, you have the right to request to obtain your personal data or that they are transferred to another party. In order to be able to exercise your rights, you can apply to:

Machinefabriek J. Poot BV, Graafstroomstraat 39, 3044 AN, Rotterdam, 010-415773 en info@mfpoot.nl, and/or

SP Acces BV, Graafstroomstraat 39, 3044 AN, Rotterdam, 010-4157440 en info@sp-acces.nl and/or

Velgedo BV, Graafstroomstraat 39, 3044 AN, Rotterdam, 010-4155773, velgedo@mfpoot.nl

Naturally you can contact us if you have questions or require further data concerning the collection and use of your personal data.

May 25, 2018