

## Privacy Statement

PerfoTec BV, with registered office at Klompenmakersweg 16 te Woerden, is responsible for the processing of personal data as shown in this privacy statement.

R. Bahadoer is the Data Protection Officer of PerfoTec BV. He can be reached via [Rajesh@perfotec.com](mailto:Rajesh@perfotec.com)

### Personal data we process

PerfoTec BV processes your personal data because you use our services and/or because you provided them yourself to us.

Below you will find an overview of the personal data that we process:

- First and last name
- Gender
- Address details
- Telephone number
- E-mail address
- Other personal data that you actively provide, for example by creating a profile on this website, in writing and by telephone

### Special and/or sensitive personal data that we process

PerfoTec BV processes the following special and/or sensitive personal data about you:

- citizen service number (BSN)

### For what purpose and on what basis do we process personal data?

PerfoTec BV processes your personal data for the following purposes:

- Handling your payment
- Sending our newsletter and/or advertising leaflet
- To be able to call or e-mail you if this is necessary in order to be able to carry out our services.
- To deliver goods and services to you
- PerfoTec BV also processes personal data if we are legally obliged to do so, such as data that are we need for our tax returns.

### Automated decision making

PerfoTec BV does not take decisions on the basis of automated processing on matters that could have (substantial) consequences for individuals. These are decisions taken by computer programs or systems, without a human being (for example an employee of PerfoTec BV) in between.

### How long we keep personal data

PerfoTec BV does not retain your personal data for longer than is strictly necessary to achieve the objectives for which it is intended your data is collected. We use the following retention periods for consulting activities of personal data: for the duration of the assignment, or the contact.

Personal data: for the duration of the assignment. The client is responsible for the execution of the order and the contact, for the fulfilment of legal obligations.

### Sharing of personal data with third parties

PerfoTec BV will not sell your information to third parties and will only provide this information if necessary for the purpose of the execution of our agreement with you or to comply with a legal obligation.

With companies that process your data on our behalf, we enter into a processor agreement to ensure for the same level of security and confidentiality of your data. PerfoTec BV remains responsible for these processing operations.

### Cookies, or similar techniques, that we use

PerfoTec BV does not use cookies or similar techniques.

### Viewing, adjusting or deleting data

You have the right to access, correct or delete your personal data. In addition, you have the right to revoke any consent you may have to the data processing or to object to the processing of your personal data by PerfoTec BV and you have the right to data transfer.

This means that you can submit a request to us for the personal data that we hold about you to be transferred to a third party, send a computer file to you or any other organization named by you. You may request access to it, correction, deletion, data transfer of your personal data or request for the withdrawal of your personal data. consent or objection to the processing of your personal data to [info@perfotec.com](mailto:info@perfotec.com).

To ensure that the request for access has been made by you, please enclose a copy of your proof of identity with the request. Make in this copy your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and citizen service number (BSN) in black.

This is to protect your privacy. We will respond to your request as soon as possible, but within four weeks.

PerfoTec BV also wants to point out that you have the possibility to submit a complaint to the national supervisor, the Personal Data Authority. This can be done via the following link:

<https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

### **How we protect personal data**

PerfoTec BV takes the protection of your data seriously and takes appropriate measures to prevent abuse, prevent loss, unauthorized access, unwanted disclosure and unauthorized modification.

If you have the impression that your data is not properly secured or if there are indications of misuse, please contact us via [info@perfotec.com](mailto:info@perfotec.com)