

# PRIVACY AND COOKIE STATEMENT NEDCRANES

### **Privacy statement**

Your privacy is important to us and therefore we treat your personal data carefully, safely and confidentially. In doing so, we act in accordance with all applicable laws and regulations for the protection of your privacy. We would like to tell you which personal data will be processed and what we do with your data. If you have any questions or comments in response to our privacy statement, please feel free to contact us. Our contact details are at the end of this privacy statement.

### Who are we?

NEDCRANES is a company specialized in activities around port cranes, process cranes and drive systems. We are brand-independent and focus especially on companies and organizations with harbour cranes for the transhipment of containers and bulk goods or cranes that are part of a production process (process cranes). We advice, mediate with the purchase of new or used equipment, repair, inspect, maintain and modernize your equipment, provide necessary parts and offer technical support on electric, hydraulic and mechanical engineering. NEDCRANES is a company with a highly experienced and expert team, 24/7 available.

## What are personal data?

Personal data means: facts that can be traced back to an identified or identifiable natural person. This means that the name of a person to whom the data relates is known or that this person can be traced.

## Why we collect personal data

We use your data to process your questions or requests. Sometimes we ask you for other (personal) data that is relevant for a particular situation. This is necessary to conclude and perform a possible agreement with you. This applies to both our (potential) customers and to parties from which we purchase goods and/or services. We do not collect or use information for purposes other than the purposes described in this privacy statement unless we have obtained your prior consent.

If you are a (potential) customer of ours, we will use your data to be able to send you an offer, to be able to determine what specifications or wishes certain goods or services must satisfy, 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.



If you are a (potential) supplier or another contractor, your personal data are also required for concluding and performing the agreement. In case of purchasing, this is necessary in order to be able to inform you what specifications or wishes certain goods or services should satisfy in our opinion, to be able to send a request for an offer or to place an order with you, to be able to pay your invoices and to able to communicate with you quickly and efficiently concerning other aspects of the agreement.

If you are a job applicant, we will use your personal data to be able to communicate with you about the progress of the selection procedure and the assessment of your suitability for a position that is or may become vacant.

You are not obliged to provide your personal data to us. If you do not provide personal data to us or provide us with insufficient personal data it may be the case that we will not be able to carry out the abovementioned activities or we may not be able to go through a selection procedure with you, (possibly) conclude and implement an employment contract / traineeship agreement / temporary employment contract with you or comply with our statutory obligations.

### Which personal data do we collect?

In order to offer and deliver our products and services as optimally as possible, we collect personal data. This can be different data, depending on the type of contact we have, including contact name, mobile phone number, e-mail address, your gender and/or your function. In order to be of good service to you, we keep track of the products or services you purchase from us and what you are interested in. As a result, we may approach you via our newsletter or in another way with promotions or information about our products and services. Also questions that are asked to our employees or complaints that have been filed are recorded in our systems so that we can better serve you at a subsequent contact.

#### Transfer to third parties

NEDCRANES will not sell your information to third parties and will only provide this information if this is necessary for the execution of our agreement with you or to comply with a legal obligation. In connection with the performance of a possible agreement 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 furthermore make use of external server space for the storage of (parts of) our sales and purchasing records and our records of business relations. Your personal data are part of these records. Therefore your personal data are provided to the service space provider. We also use Microsoft Office and the related storage facilities for e-mails and other files. As we make use of a newsletter mailing service, your personal data are finally transferred to the provider of this service. Where necessary, the information is shared internally. Our employees are obligated to respect the confidentiality of your data.



# **Direct marketing**

Do you unwantedly receive a newsletter from us? At the bottom of every mailing you will find the possibility to unsubscribe. Of course it is also possible to adjust your data. You can inform us via e-mail: marketing@nedcranes.com.

### How long we store data

We will not store personal data longer than legally permitted and necessary for the purposes for which we collected the data and performing our services. How long the data will be stored is therefore dependent on the nature of the data and the purposes for which it is processed. The retention period can therefore differ per category of data.

### Security

Our systems are well secured and we have taken measures to protect your data against loss or unlawful processing. Think of measures to safely use our website and ICT systems and to prevent abuse. For example, NEDCRANES' website uses a reliable SSL Certificate to ensure that your personal data does not fall into the wrong hands. However, if you have the impression that your data is not secure or that there are indications of misuse, or if you would like more information about the security of collected personal data, please contact us.

### Links of third parties

The NEDCRANES website contains links to other websites. These sites are not managed by NEDCRANES, who therefore cannot be held liable for its contents. We accept no responsibility or liability for the way these websites work and how they deal with privacy.

## Your rights

You have the right to request to inspect 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: Mr. A.C.J.W.C. (Arno) Koolen, ako@nedcranes.com. Naturally you can contact us if you have questions or require further data concerning the collection and use of your personal data.



### Cookies

Cookies are small text files that are placed on your computer, tablet or smartphone during the visit to our website. Information is stored in these text files that is later recognised again by the website during a subsequent visit.

Analytical cookies allow us to see what pages are visited and what sections of our website receive clicks. We use Google Analytics for this purpose. The information collected by Google in this way is anonymised as much as possible.

### Contact details

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This declaration applies also to Nedcranes Projects BV and AKN Machine Builders BV.

This privacy and cookie statement was last modified on October 25, 2018.

