

H.o. JW van Stee b.v. values the protection of your personal data. In this Privacy Statement we want to provide clear and transparent information about how we handle personal data. We make every effort to ensure your privacy and therefore handle personal data with care. H.o. JW van Stee b.v. is in all cases subject to the applicable laws and regulations, including the General Data Protection Regulation. This implies that:

- we process your personal data in accordance with the purpose for which they were provided, the foundations are described in this Privacy Statement;
- processing of your personal data is limited to only those data that are minimally required for the purposes for which they are processed;
- we ask for your explicitly consent if we need it for the processing of your personal data;
- we have taken appropriate technical and organizational measures to ensure the security of your personal data;
- we don't transmit personal data to other parties, unless this is necessary for carrying out the purposes for which they were provided;
- we are aware of your rights regarding your personal data, point this out to you and respect them.

As a company we are we are responsible for the processing of your personal data. If, after reading our Privacy Statement, or in a more general sense, you have questions about this or wish to contact us, please contact us using the contact details at the bottom of this document.

Processing personal data

From customers and suppliers

Personal details of customers and suppliers are processed by us on the basis of the following principles:

- (Verbal) commitment, issuing of a business card;
- Executing and communicating about the agreement(s);
- Compliance with legal obligation(s);
- The representation of the legitimate interests, namely:
 - Making reports
 - (Financial) administrative purposes such as invoicing
 - Processing in our QHSE management system
 - Providing information or making (an) offer(s)

From employees

Personal data of (potential and former) employees (including hired personnel) are processed by us on the basis of the following principles:

- (Verbal) commitment, issuing a business card, sending a CV;
- Executing and communicating about the agreement(s);
- Compliance with legal obligation(s);
- The representation of the legitimate interests, namely:
 - Making reports
 - (Financial) administrative purposes such as invoicing and salary administration
 - Processing in our QHSE management system
 - Providing information

From business contacts, stakeholders and interested parties

Personal details of business contacts, stakeholders and interested parties are provided by us processes on the basis of the following principles:

- (Verbal) commitment, issuing of a business card;
- Executing and communicating about the agreement(s);
- Compliance with legal obligation(s);
- The representation of the legitimate interests, namely:
 - Making reports
 - (Financial) administrative purposes such as invoicing
 - Processing in our QHSE management system
 - Providing information or making (an) offer(s)

Data is stored during the period that one is seen as business contact, interested party and/or interested party. You can be removed from the system on request.

Data provision to third parties

Providing information to third parties (customers) only happens if this is necessary due to legal obligations or if this is an important requirement of our customer. This can be one-off, but it may also be necessary to regularly provide an update to a party with whom a long-term cooperation takes place. Think of sharing renewed certificates or a periodic status and location update of the ship and its crew, but also to provide a passport copy to our travel agency for the purpose of booking a plane ticket.

If for any other reason data should be provided to third parties, this is only done with the permission of the person concerned.

Outside of the EU

In some cases, it will be necessary to pass on data to parties outside the EEA. This only takes place according to the rules and regulations set by the European Commission for this.

Minors

We only process personal data of minors if we have received written permission from the parent, caregiver or legal representative of the minor.

Storage period

Data intended for the execution of correct salary administration are retained for as long as the law prescribes. The data needed to carry out the other activities will be kept longer. In principle indefinitely because the work requires this.

Security

We have taken appropriate technical and organizational measures to protect your personal data against unlawful processing. Our measures are evaluated regularly and our employees informed.

Rights concerning your data

Everyone has the right to inspect, rectify or delete her/his personal data that we have received from her/him. If we are allowed to process personal data on the basis of a given permission for this, then everyone always has the right to withdraw this permission.

Social media

Our company has a website but does not use social media.

Complaints

If you have a complaint about the processing of your personal data, we ask you to contact us directly. If we cannot find a solution together, then we are sorry. You always have the right to file a complaint with the Dutch Data Protection Authority, this is the supervisory authority in the field of privacy protection.

Questions

If you have any questions or comments regarding our privacy statement, please contact us.

h.o. JW van Stee b.v.
Baarderbuorren 7
8822WR Arum, the Netherlands
info@jwvanstee.com
+31 (0)517 235 674