

# Privacy Declaration AP Machinebouw B.V.

AP Machinebouw B.V. values your privacy which is why we feel it is important to inform you about our privacy policy.

AP Machinebouw B.V., located at Ambachtstraat 21, 8313 AV Rutten, The Netherlands, is responsible for the processing of personal data as explained in this privacy policy.

## Contact

AP Machinebouw B.V.

Ambachtstraat 21

8313 AV Rutten

The Netherlands

+31 527 618 246

<http://www.apmb.nl>

## Personal data which we process

AP Machinebouw B.V. processes your personal data because you use our services and/or because you gave them to us. Our basic principle is that we never collect and process more personal data than strictly necessary. Personal data is any information about an identified or identifiable person.

When you enter into an agreement with us, or on its conclusion, or when you want to use a new service from us, we require your personal data for the transaction. The personal data which is collected by us, can also be used by AP Machinebouw B.V. for relationship management. The legal basis for this is a legitimate interest to the processing of your personal data or because this is a necessity for carrying out the agreement. We need your personal data for accurate administration purposes.

Below is an overview of the personal data we collect:

- First and last name of contacts
- Private telephone number of contacts
- Private E-mail address with name
- Occasionally private bank account details (in cases where they is the same as the business)
- Occasionally a private address (in cases where this is the same as the business)

From time to time we may also use your personal data for promotional or marketing purposes. The legal basis here is a legitimate interest.

## Purpose and legal basis with which we process your personal data

AP Machinebouw B.V. processes your personal data for the following purposes:

- To handle payments
- To send our newsletter and/or advertising brochure
- To call you or to send you an e-mail when necessary to perform our services
- To inform you about amendments to our services and products
- The delivery of products

### **Automated decision-making**

AP Machinebouw B.V. does not take decisions based on automated processing on matters that can have significant consequences for people. This concerns decisions taken by computer programs or systems, without involving a person (for example an employee of AP Machinebouw B.V.).

### **How long we store personal data**

AP Machinebouw B.V. does not store your personal data longer than strictly necessary to achieve the purposes for which your data is collected. Some data has a legal retention period. For example, we have a retention obligation with respect to our debtor and creditor administration of at least seven years. We keep invoices and payment details addressed to you for this period.

For personal data we receive, in the context of substantive processing of your orders/instructions, we use a retention period of two years after the end of your supplier/customer relationship with AP Machinebouw B.V. It may be that your data is kept for a shorter or longer period because, for example, a transaction has not yet been fully settled.

### **Provision of your personal data to third parties**

Your data will only be provided to dealers if this is necessary for the execution of an agreement in which you have instructed us, if there is a statutory obligation or because we make use of external services. Of course, your data will always be treated confidentially by these parties and only in the context of our stated purpose.

Your personal data will never be provided or sold to other parties.

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

AP Machinebouw B.V. uses only technical, functional and analytical cookies that do not infringe your privacy. A cookie is a small text file that is stored on your computer, tablet or smartphone when you visit the website for the first time. The cookies we use are necessary for the technical operation of the website and your ease of use. They ensure that the website works properly and will remember, for example, your preferences. We can also optimize our website using the cookies. You can opt out of cookies by setting your internet browser so that it does not store cookies anymore. In addition, you can also delete all information previously saved via the settings of your browser.

Cookies have a certain period of validity from the moment they are stored on your computer, smartphone or tablet. After the expiry date, the cookie is automatically deleted.

For more information about the use, management and removal of cookies for each type of control, we invite you to consult the following link:

<https://autoriteitpersoonsgegevens.nl/nl/onderwerpen/internet-telefoon-tv-en-post/internet-en-telecom>

### **Your rights regarding to your data**

You have the right to view, correct or delete your personal data. You also have the right to withdraw your consent to the data processing or to the processing of your personal data by AP Machinebouw B.V. and you have the right to data portability. This means you can submit a request to us to send the personal information we have in your computer file to you or another organisation mentioned by you. You can submit a request for access, correction, deletion, data transfer of your personal data or request for cancellation of your consent or objection to the processing of your personal data by e-mailing to [info@apmb.nl](mailto:info@apmb.nl). To ensure that the request for access has been made by you, we ask you to send a copy of your ID with the request. Forward your passport photo with MRZ (machine readable zoned, the strip with numbers at the bottom), passport number and National Insurance number obscured to protect your privacy. We will respond as quickly as possible but within four weeks, at your request. AP Machinebouw B.V. wants to point out that you have the opportunity to file a complaint with the national supervisory authority. You can do this via the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

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

AP Machinebouw B.V. takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorised access, unwanted access, unwanted disclosure and unauthorised changes. If you are concerned that your data is not properly secured or there are indications of abuse, please contact us by sending an e-mail to [info@apmb.nl](mailto:info@apmb.nl) or by calling +31 527 618 246.

### **Visual material and offered products**

No rights can be derived from visual material belonging to the offered products or services on the website.

### **Amendments**

This privacy statement may change from time to time if there is reason to do so. The most recent version of this privacy statement is always on our website [www.apmb.nl](http://www.apmb.nl).

### **Contact**

For questions about our data processing please e-mail to [info@apmb.nl](mailto:info@apmb.nl) or call us at +31 527 618 246.