



## Privacy statement

This is the privacy statement of Bejo Finance B.V. and the Bejo enterprises affiliated with it (hereinafter referred to as "Bejo" and "we"), having its official place of business at Trambaan 1, 1749 CZ in Warmenhuizen. We are a controller within the meaning of the General Data Protection Regulation (GDPR).

We value the right to privacy and endeavour to protect the personal data that we collect and use. This is done in conformity with the applicable data protection legislation and, in particular, the GDPR.

In this Privacy Statement we will explain which personal data we collect, how we collect personal data, for which purposes we use personal data and to whom we disclose personal data. Additionally, this Privacy Statement contains important information about your rights with respect to the processing of your personal data. That is why we recommend that you read this Privacy Statement very carefully.

### What do we collect?

We frequently collect data pertaining to the users of our website, such as browser type, IP address, duration of the visit, viewed pages and the operating system that is used. On the basis of this information we optimise our website and improve its user experience. In addition to this, we collect the personal data that you provide voluntarily, for instance in order to receive our newsletter or to receive further information.

### How and why do we collect your personal data?

Directly from you, such as the information that you have provided to us using the contact form and by means of cookies (which are placed when you subscribe to our emailings). For more information, please also refer to our Cookie Statement.

We have two statutory grounds for processing your personal data, your permission or our legitimate interest in case you are a customer. Our legitimate interest is reflected in our purpose to communicate relevant information and to invite our valued customers and contacts (and their partners) to events. We also endeavour to only send relevant emailings, to personalise our emailings and to keep our database up to date. Moreover, we use the information provided by you to improve our service.

We have listed the personal data and the purpose for which we may process them below:

- Basic details such as first name and surname. So that we can address our messages correctly.
- Organisation and company name. So that we can link you to our business contact.
- Contact details such as landline and/or mobile telephone number, email and postal address. So that we can contact you.
- Personal data that you provide to us within the context of attending events or meetings. So that we can inform you and/or send you an invitation.

We do not collect or use information for purposes other than the purposes that are described in this Privacy Statement, unless you have given us your permission for this in advance.

### How long do we retain your data?

Bejo will not retain your personal data longer than strictly necessary to realise the purposes for which your data are collected. We frequently check whether or not the personal data are still up to date and required to provide our services. As far as emailing is concerned, we will retain your personal data until you inform us that you no longer wish to receive our emailing. We will then immediately stop the dispatch of the emailing.

### Security

Bejo takes the protection of your personal data seriously and takes appropriate organisational and technical



measures to prevent misuse, loss, unauthorised access, undesired disclosure and unauthorised alteration.

The following measures are particularly important in this respect:

- Classification of personal data in order to guarantee realisation of security measures;
- Use of encryption and anonymisation as factors that mitigate risks;
- Restriction of access to personal data to those who require access in order to comply with the obligations under a contract or contract for the provision of services;
- Control of systems that observe, remedy, prevent and report privacy incidents;
- Use of self-assessments concerning security to analyse whether or not current technical and organisational measures are adequate to protect personal data.

If you believe that your data are not secured well or that there are indications of misuse, please contact us.

### **Sharing your data**

Bejo does not sell your data to third parties for marketing, sales or other commercial purposes. Under the law we are obliged in some cases to provide your data to third parties, such as competent authorities. In addition to this, personal data may be shared with external suppliers in connection with the processing for the purposes described in this Privacy Statement, such as ICT suppliers, communications services suppliers or other suppliers to which we outsource specific support services. We will conclude processing agreements with enterprises that process your data on our instructions, in order to ensure the same level of security and confidentiality of your data. In a number of cases the information may be shared internally. Our employees are obliged to observe the confidentiality of your data.

### **Automated decision-making**

We do not make use of processes that include fully automated decision-making (including profiling).

### **Rights with respect to your data**

#### *Right of access*

You have the right to access your personal data. This means that you can ask which of your personal data have been registered and for which purposes those data are used. Please take into account that circumstances may arise in which we are authorised to not comply with your request to provide copies of personal data.

#### *Correction of your data*

You have the right to have your personal data corrected if they are not correct. You can contact us to that end.

#### *Right to object*

You may object to the processing of your personal data if your personal data are being used for purposes not necessary for the performance of a contract or for the compliance with a legal obligation.

#### *Withdrawal of consent*

If you have consented to the processing of your personal data, you may withdraw this consent at any time. The withdrawal of consent does not affect the data processing that took place prior to the time of withdrawal. Circumstances may arise in which we are authorised to continue to process your data, in particular in case the processing thereof is a requirement in order to comply with our legal and statutory obligations.

#### *Right to removal of the data*

You have the right to have your personal data removed. Please take into account that circumstances may arise in which we are obliged to retain your data in order to comply with our legal and statutory obligations.

#### *Right to data portability*

You have the right to receive the personal data that pertains to you that Bejo has. This way you can easily provide data to another organisation.



### **Changes to this Privacy Statement**

Because our services may change in the future parts of this Privacy Statement may also change. We will inform you of this by email and on the website, so that you are aware of such changes. This version was drawn up in May 2018.

### **Questions and/or comments.**

If you have any questions or comments about the data processing, please send a detailed request to [info@bejo.nl](mailto:info@bejo.nl). Bejo will respond to your request as soon as possible, though in any case within four weeks.

You can also contact us in the following manners:

Telephone number: +61 (0)3 9782 2811

Address: 460 Hall Road, Skye, Victoria 3977, Australia

Do you disagree with the response to your question or complaint? Please let us know, so that we can determine whether or not we can find a different solution. Does this not lead to a solution that satisfies you? In that case you can contact the National Data Protection Authority.