



**PRIVACY STATEMENT FOR CUSTOMER ADMINISTRATION AND SUPPLIER ADMINISTRATION**

**Hodi International BV Veenendaal.**

**PRIVACY STATEMENT**

***Collection and use of personal data of customers, suppliers and other contractors***

*We would like to bring to your attention the fact that we will collect and use the personal data that you provide to us because this is necessary to conclude and execute any agreement with you. This applies both to our (potential) customers and to parties from whom we purchase goods and/or services.*

*If you are a (potential) customer of ours, we use your data to be able to send you a quote, to be able to determine which specifications or wishes a specific item or service must meet, to be able to deliver goods or to be able to perform work for you, to be able to invoice you and communicate with you smoothly and efficiently about the execution aspects of the agreement.*

*If you are a (potential) supplier or other contractor, your personal data are also necessary for the conclusion and execution of the agreement. For purchasing, this is necessary to be able to let you know which specifications or wishes a particular item or service must meet in our opinion, to be able to send you a request for a quotation or to be able to place an order with you, to be able to pay your invoices and communicate with you about other aspects of the agreement smoothly and efficiently.*

*You are not obliged to provide us with your personal data. If you provide us with no or insufficient personal data, then it is possible, however, that we will not be able to perform the aforementioned activities.*

***Forwarding to third parties***

*In connection with the execution of any agreement with you, it is possible that we must provide your personal data to parties that supply parts, materials and products to us or perform work on our behalf. We also use external server space for the storage of (parts of) our sales and purchasing administration, which includes your personal data. Your personal data is therefore provided to our server room provider. We also use Microsoft Office and the associated storage facilities for e-mails and other files.*

***Direct marketing***

*If you have given us permission to do so, we will store and use the personal data you have provided in order to inform you personally in the future by e-mail about our existing and new products and services and to provide you with an offer for them. Every time we send you an advertising mail, you have the opportunity to let us know that you no longer wish to receive such communications. See the unsubscribe link at the bottom of each mailing.*

### **Retention period for personal data**

*If you have requested a quote from us but you have not become a customer with us, we will delete your data no later than three years after our last contact. Also, if we have received a quotation from you, but we have not become a customer of yours, your personal data will be deleted no later than three years after our last contact. If you have become our customer or we yours, we will retain your personal data for a period of seven years after the end of the financial year in which the agreement with you has been fully executed. The seven-year period corresponds to the period in which we are obliged to keep our administration for the Tax Authorities. After this period, we will delete your personal data.*

### **Your rights**

*You have the right to ask us if you can review your own personal data. If there is reason to do so, you can 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 to limit the use of your personal data. You can also object to the collection and use of your data or file a complaint with the Dutch Data Protection Authority. Finally, you can request that we obtain your personal data or transfer that data to another party. To exercise your rights, you can contact: **Hodi International BV, Kernreactorstraat 1, 3903LG, Veenendaal, Tel: +31 (0) 318 561100.** You can of course also contact us with questions or for more information about collecting and using your personal data.*

***This privacy statement is published on our website on  
May 1, 2018 and valid from that date.***