



## CPMview Consulting BV Privacy Policy

## Table of contents

<b>ARTICLE 1 DEFINITIONS .....</b>	<b>3</b>
<b>ARTICLE 2 POLICY SCOPE AND OBJECTIVE.....</b>	<b>4</b>
<b>ARTICLE 3 PURPOSE, (LEGAL) GROUNDS AND PROCESSING OF PERSONAL DATA .....</b>	<b>4</b>
<b>ARTICLE 4 DATA SUPPLY .....</b>	<b>4</b>
<b>ARTICLE 5 ACCESS TO PERSONAL DATA .....</b>	<b>5</b>
<b>ARTICLE 6 SECURITY AND CONFIDENTIALITY .....</b>	<b>5</b>
<b>ARTICLE 7 DUTY TO SUPPLY INFORMATION .....</b>	<b>6</b>
<b>ARTICLE 8 RIGHTS OF DATA SUBJECTS(S): INSPECTION, CORRECTION, OBJECTION.....</b>	<b>6</b>
<b>ARTICLE 9 RETENTION PERIODS .....</b>	<b>6</b>
<b>ARTICLE 10 TRANSMISSION .....</b>	<b>6</b>
<b>ARTICLE 11 CONTACT .....</b>	<b>7</b>
<b>ARTICLE 12 COMPLAINTS PROCEDURE .....</b>	<b>7</b>
<b>ARTICLE 13 EFFECTIVE DATA, AMENDMENTS AND OFFICIAL TITLE .....</b>	<b>7</b>
<b>APPENDIX 1 - APPLICANTS.....</b>	<b>8</b>
<b>APPENDIX 2 - STAFF .....</b>	<b>9</b>
Staff Management .....	9
Payroll records.....	10
Payments upon discharge .....	11
Pension and early retirement.....	12
(Legal) grounds.....	13
Retention periods.....	13
<b>APPENDIX 3 – FORMER STAFF .....</b>	<b>14</b>
<b>APPENDIX 4 - CUSTOMERS.....</b>	<b>15</b>
<b>APPENDIX 5 - PROSPECTS .....</b>	<b>16</b>
<b>APPENDIX 6 - SUPPLIERS.....</b>	<b>17</b>

## ARTICLE 1 DEFINITIONS

The terms below are defined as follows in this policy:

- a. Personal Data Authority: the independent public supervisory body set up by a member state under Article 51 of the GDPR;
- b. GDPR (General Data Protection Regulation): provides for the protection of natural persons in relation to the processing of personal data as well as the free movement of such data;
- c. Administrator: the person in charge of the (daily) supervision of personal data processing under the responsibility of the controller;
- d. File: any structured set of personal data, irrespective as to whether the set of data is centralised or dispersed in a functional or geographic method, which is accessible according to certain criteria and is related to various persons;
- e. Data subject: the person to whom personal data is related;
- f. CPMview: CPMview Consulting B.V.;
- g. Third party: anybody who is not the data subject, the controller or the processor; or any person who is entitled to process personal data under the direct authority of the controller or the processor;
- h. User: the person entitled to consult certain data in a registration of personal data;
- i. Customer: a party who has placed an order with CPMview for the delivery services;
- j. Supplier: a party with whom CPMview has placed an order for the delivery of goods or services;
- k. Former staff: persons former employed by CPMview;
- l. Staff: persons employed by CPMview;
- m. Controller: the processing controller, i.e. CPMview Consulting BV;
- n. Processor: the person who processes data for the purpose of the controller based on an agreement, while he/she is not subject to the controller's direct authority;
- o. Personal-data processing: any action or series of actions related to personal data, including the collection, establishment, organisation, storage, updating, changing, requesting, consulting, using, supplying through transmission, distribution or any other form of providing such data, assembly, connecting as well as guarding, deleting or destruction of data.

## **ARTICLE 2 POLICY SCOPE AND OBJECTIVE**

2.1 This policy applies to the processing of data regarding Customers, Prospects, Suppliers and Former Staff by CPMview and where CPMview is to be qualified as the controller. The processing of personal data where CPMview acts as the processor is not provided in this policy, yet in a data processing agreement with the relevant controller.

2.2 The purpose of this policy is:

- a. to protect the privacy of the data subjects whose personal data is being processed against abuse of such data and against the processing of incorrect details;
- b. to avoid the situation where personal data is processed for a purpose other than for which it was collected;
- c. to guarantee the rights of the data subjects; and
- d. to be transparent with regard to CPMview's dealing with personal data processing.

2.3 Where certain processing by CPMview is not mentioned in this policy, CPMview shall notify the data subjects in another manner about the processing of personal data. This may for example be the case for visitors to CPMview's website; they will be notified through the privacy statement published on the website.

## **ARTICLE 3 PURPOSE, (LEGAL) GROUNDS AND PROCESSING OF PERSONAL DATA**

3.1 Only the personal data can be processed that has been lawfully obtained.

3.2 CPMview processes personal data of the following data subject categories: Applicants, Staff, Former Staff, Prospects, Customers and Suppliers. The purposes, (legal) grounds and processing are stated in the appendices to this policy.

3.3 In addition, CPMview may process personal data of all data-subject categories for the following purposes (i) acting in CPMview's own interest in legal proceedings and (ii) the execution of statutory obligations. In such cases CPMview shall process personal data on the following grounds: (i) legitimate interest (ii) statutory obligation, or if none of these apply: (iii) consent.

## **ARTICLE 4 DATA SUPPLY**

Personal data shall only be supplied to those persons mentioned in the appendices to these regulations and to the Data Subject who asserts his rights in accordance with Article 8.

## ARTICLE 5 ACCESS TO PERSONAL DATA

5.1 Subject to the respective statutory provisions in legislation and regulations, only the following persons have access to the personal data:

a. those, including third parties, who are in charge of or supervise activities related to the processing of the data or whose involvement is required;

b. others, if:

> the data subject has given his unambiguous consent to the processing;

> the data processing is required for the performance of an agreement in which the data subject is a party or for taking precontractual measures following the data subject's request and required for entering into an agreement;

> the data processing is required for the fulfilment of a statutory obligation which the controller must adhere to;

> a processor with whom a processing agreement has been concluded which fulfils the statutory requirements.

5.2 Those persons having access to the data must adopt this in a specification with issued authorisations.

## ARTICLE 6 SECURITY AND CONFIDENTIALITY

6.1 The controller makes sure that appropriate technical and organisational measures are in place in order to prevent loss or illegitimate processing of personal data. Allowing for the state of the art and the costs of their execution, such measures provide an appropriate security level, in view of the risks involved in the processing and the type of data to be protected. The measures are also for the purpose of preventing unnecessary collection and further processing of personal data.

6.2 In case of electronic processing of personal data, the administrator must give the various persons referred to in Article 5 access to the relevant sections of the personal data or to all personal data through a coding-security system, insofar their work requires.

6.3 Anyone involved in the execution of this policy and holding personal data, and to whom a duty to observe secrecy does not yet apply on account of their profession, job or statutory provision regarding the personal data, shall observe secrecy with respect to such personal data. This does not apply in case a statutory provision requires such person to disclose the personal data or if his task in the execution of this policy requires him to disclose such personal data.

6.4 The controller shall document data leaks so as to show the DPA (Data Protection Authority) that data leaks are effectively monitored and followed up. Based on such documentation, the DPA will be able to verify that CPMview has fulfilled the mandatory notification.

6.5 The controller shall notify the data subject(s) of the infringement referred to in art. 6.4, in case the infringement is likely to challenge the rights and freedoms of the data subjects.

6.6 Anyone involved in the execution of this policy and who becomes aware of a (possible) infringement of the security referred to in art. 6.4, shall undertake to promptly report such infringement to the controller.

6.7 CPMview has a Data Leaks and Security Incidents protocol in place.

6.8 In view of the type of processing and the relevant technologies used by CPMview, CPMview does not anticipate the requirement of conducting a Data Protection Impact Assessment (as referred to in Article 35 GDPR). If this should nevertheless be the case, CPMview will obviously observe the relevant statutory obligations.

## **ARTICLE 7 DUTY TO SUPPLY INFORMATION**

7.1 The controller must notify the data subject of the processing of his personal data prior to the collection of personal data or, if the data is derived from third parties, prior to the moment of their establishment.

7.2 The controller notifies the data subject of the personal data being processed, for what purpose and to whom the data will be supplied.

## **ARTICLE 8 RIGHTS OF DATA SUBJECTS(S): INSPECTION, CORRECTION, OBJECTION**

8.1 Any data subject is entitled to an inspection of his personal data, which request may involve a charge.

8.2 If the controller has doubts about the requesting person's identity, he shall as soon as possible ask the requesting person to supply further details in writing regarding his identity or to submit a valid ID. Such request shall suspend the compliance period up to the moment the requested evidence has been submitted.

8.3 A request for an inspection must be submitted to the controller who shall respond to such request within four weeks upon its receipt.

8.4 If the data subject asks the controller for a correction due to the fact that certain data that has been collected are incorrect or incomplete, or, in view of the purpose of the system, is not relevant or in conflict with this policy, the controller shall make a decision with respect to this within four weeks after the data subject has submitted his request.

8.5 The controller makes sure that a decision for an improvement, supplement, removal or protection shall be issued as soon as possible.

8.6 When the processing of personal data takes place on the basis that such processing a. is necessary for the proper fulfilment of a task under public law carried out by the controller or b. is necessary for a legitimate interest of the controller or a third party, the data subject may object in writing against the processing of the data based on his special personal circumstances.

Within four weeks upon receipt of the objection, the controller must assess whether the objection is valid. If so, the processing of the personal data must cease immediately.

8.7 A decision to a request for an inspection, a decision as mentioned in section 4 and the assessment as mentioned in section 6 of this article, are decisions covered under the General Act on Administrative Law ("Algemene Wet Bestuursrecht").

8.8 In case the processing of personal data takes place on the basis that such processing is for marketing purposes, the data subject may object to the processing of such data. If the person involved should use such right, the processing of personal data must cease immediately.

## **ARTICLE 9 RETENTION PERIODS**

CPMview observes the retention periods specified in the appendices.

## **ARTICLE 10 TRANSMISSION**

CPMview does in principle not transmit any personal data to countries outside the EEA. If this should be the case, data shall only be transmitted to countries and organisations guaranteeing an adequate protection standard and in accordance with the GDPR.

## **ARTICLE 11 CONTACT**

CPMview has not appointed a Data protection officer and is not obliged to do so since it does not qualify as a public organisation or body, is not predominantly charged with any processing that requires regular or systematic large-scale observation, and it does not process any special categories of personal data on a large-scale level either.

CPMview does, however, have a point of contact that may be contacted for any questions or requests regarding the processing of personal data by CPMview at [evandenbroek@cpmview.com](mailto:evandenbroek@cpmview.com). Your request will be dealt with as soon as possible.

## **ARTICLE 12 COMPLAINTS PROCEDURE**

12.1 If the data subject believes that the provisions in the GDPR as specified in this policy are not being observed by CPMview, he must contact the controller.

12.2 If the submitted complaint should not result in an acceptable result for the data subject, he may contact the Data Protection Authority or the court.

## **ARTICLE 13 EFFECTIVE DATA, AMENDMENTS AND OFFICIAL TITLE**

This policy is to be denoted as a privacy policy on data processing and takes effect from 26<sup>th</sup> April 2018.

The policy has been set down by CPMview and replaces any former versions. CPMview may amend the policy from time to time. The policy was most recently amended on the date below:

Version: August 2018.

## APPENDIX 1 - APPLICANTS

### 1. Processing takes place for the following purposes only:

- a. the assessment of the suitability of the data subject for a (future) vacant job;
- b. the settlement of expenses incurred by the applicant;
- c. internal control and company security;
- d. the execution or application of other legislation.

### 2. No data other than the following is processed:

- a. name, first names, initials, titles, gender, date of birth, address, postcode, place of residence, telephone number and similar details required for communication, as well the data subject's bank account number;
- b. an administration number that contains no information other than the details referred to in a;
- c. nationality and place of birth;
- d. data regarding study programmes, courses and traineeships taken and to be taken in the future;
- e. data regarding the vacant job;
- f. data regarding the specifics of the present employment, as well as regarding its termination;
- g. data regarding the specifics of former employments, as well as regarding their termination;
- h. other data for the fulfilment of the job supplied by the data subject or that the data subject is aware of;
- i. data other than that referred to in a. through to h., whereby their processing is required pursuant to the application of other legislation.

### 3. The personal data is only supplied to:

- a. those, including third parties, in charge of or supervising the activities referred to section 2 or whose involvement in such activities is required;
- b. others as defined in Article 5.1, b of this policy.

### 4. Retention periods

Applicant administration: the personal data is removed at the respective request of the data subject and at any rate no later than four weeks after the application procedure has terminated, unless the personal data is retained with the consent of the data subject for a year after termination of the application procedure.



## APPENDIX 2 - STAFF

### Staff Management

1. Processing takes place for the following purposes only:

- a. supervision of the data subject's activities;
- b. dealing with staff matters;
- c. the establishment and payment of salary rights;
- d. the settlement of payment claims regarding the termination of employment;
- e. training of the data subject;
- f. occupational medical care for the data subject;
- g. occupational social work;
- h. the election of members of an employee-participation body by virtue of the law;
- i. internal control and company security;
- j. the execution of a term of employment applicable to the data subject;
- k. drawing up a list of birthdays dates of data subjects and other festivities and events;
- l. dismissal or discharge;
- m. the administration of the staff association and former-staff association;
- n. the collection of claims including the transfer of such claims to third parties for collection purposes;
- o. dealing with conflicts and the performance of accountant's audits;
- q. the execution or application of other legislation.

2. No personal data other than the following is processed:

- a. name, first names, initials, titles, gender, date of birth, address, postcode, place of residence, telephone number and similar details required for communication, as well the data subject's bank account number;
- b. an administration number that contains no information other than the details referred to in a.;
- c. nationality and place of birth;
- d. data regarding study programmes, courses and traineeships taken and to be taken in the future;
- e. data regarding the job or former job, as well as regarding specifics and termination of the employment;
- f. data in view of the administration of the presence of the data subjects in the location where the work is carried out and their absence in relation to leave, reduction of working hours, child delivery or illness, with the exception of data regarding the nature of the illness;
- g. data adopted in the interest of the data subjects in view of their working conditions;
- h. data including particulars about the respective family members and former family members of the data subjects required in view of an agreed term of employment;
- i. data in view of organising a staff assessment and career guidance, to the extent such data is known to the data subjects;

j. data other than that referred to in a. through to i., whereby their processing is required pursuant to the application of other legislation.

3. The personal data is only supplied to:

- a. those, including third parties, who are in charge of or supervise activities referred to in section 2 or whose involvement is required;
- b. others, as defined in Article 5.1, b of this policy.

## Payroll records

1. Processing takes place for the following purposes only:

- a. the calculation, establishment and payment of salaries, reimbursements and other sums of money and remunerations in kind or for the purpose of data subjects;
- b. the calculation, establishment and payment of tax and contributions for the purpose of the data subjects;
- c. a term of condition applicable to the data subject;
- d. the staff management;
- e. the settlement of payment claims in relation to the termination of an employment;
- f. discharge and dismissal;
- g. the collection of claims including the transfer of such claims to third parties for collection purposes;
- h. dealing with conflicts and the performance of accountant's audits;
- i. the execution or application of other legislation.

2. No personal data other than the following is processed:

- a. name, first names, initials, titles, gender, date of birth, address, postcode, place of residence, telephone number and similar details required for communication, as well the data subject's bank account number;
- b. an administration number that contains no information other than the details referred to in a;
- c. nationality and place of birth;
- d. the calculation, establishment and payment of salaries, reimbursements and other sums of money and remunerations in kind or for the purpose of data subjects;
- e. the calculation, establishment and payment of tax and contributions for the purpose of the data subjects;
- h. data including particulars about the respective family members and former family members of the data subjects required in view of an agreed term of employment;
- g. data other than that referred to in a. through to f., whereby its processing is required pursuant to the application of other legislation.

3. The personal data is only supplied to:

- a. those, including third parties, who are in charge of or supervise activities referred to in section 2 or whose involvement is required;
- b. others, as defined in Article 5.1, b of this policy.

## Payments upon discharge

### 1. Processing takes place for the following purposes only:

- a. the calculation, establishment and transfer of payments referred to in section 1 to or for the purpose of data subjects;
- b. the calculation, establishment and payment of tax and contributions for the purpose of the data subjects;
- c. a term of condition applicable to the data subject;
- d. the staff management;
- e. the payroll records;
- f. the former-staff association;
- g. the transfer of the data subject to or his temporary posting at another section of the group, referred to in Book 2, article 24b of the Dutch Civil Code, which the controller must adhere to;
- h. discharge and dismissal;
- i. the collection of claims including the transfer of such claims to third parties for collection purposes;
- j. dealing with conflicts and the performance of accountant's audits;
- k. the execution or application of other legislation.

### 2. No personal data other than the following is processed:

- a. name, first names, initials, titles, gender, date of birth, address, postcode, place of residence, telephone number and similar details required for communication, as well the data subject's bank account number;
- b. an administration number that contains no information other than the details referred to in a;
- c. nationality and place of birth;
- d. data including particulars about the respective family members and former family members of the data subjects, in view of the establishment of the amount of the claim to or for the purpose of the persons referred to in section 1;
- e. data in view of the calculation, establishment and payment of tax and contributions for the purpose of the persons referred to in section 1;
- f. data including particulars about the respective family members and former family members of the data subjects required in view of an agreed term of employment;
- g. data other than that referred to in a. through to f., whereby their processing is required pursuant to the application of other legislation.

### 3. The personal data is only supplied to:

- a. those, including third parties, who are in charge of or supervise activities referred to in section 2 or whose involvement is required;
- b. others, as defined in Article 5.1, b of this policy.

## Pension and early retirement

### 1. Processing takes place for the following purposes only:

- a. the establishment and the amount of the entitlement of the data subject;
- b. the calculation, establishment and collection of contributions;
- c. the calculation, the establishment and payment of the payment referred to in section 1 or for the purpose of the data subjects;
- d. the calculation, establishment or payment of tax and contributions for the purpose of the data subjects;
- e. the collection of claims including the transfer of claims to third parties for collection purposes;
- f. dealing with conflicts and conducting accountant's audits;
- g. the execution or application of other legislation.

### 2. No personal data other than the following is processed:

- a. name, first names, initials, titles, gender, date of birth, address, postcode, place of residence, telephone number and similar details required for communication, as well the data subject's bank account number;
- b. an administration number that contains no information other than the details referred to in a, the time at which data about the data subject was adopted in the administration, a referral to the employer through whom the entitlement referred to in section 1 was created and a referred to the business sector concerned;
- c. nationality and place of birth;
- d. data, including data regarding beneficiaries other than the data subject, in view of the establishment of the amount of the data subject's entitlement;
- e. data in view of the calculation, establishment and collection of contributions;
- f. data in view of the calculation, establishment and payment of the payment referred to in section 1 to or for the purpose of the data subject;
- g. data other than that referred to in a. through to f., whereby their processing is required pursuant to the application of other legislation.

### 3. The personal data is only supplied to:

- a. those, including third parties, who are in charge of or supervise activities referred to in section 2 or whose involvement is required;
- b. others, as defined in Article 5.1, b of this policy.
- c. an association of former staff members for the purpose of consultation and the organisation of an employee participation body of pensioners in pension schemes, to the extent this is only related to data referred to in section 3, subsection a, and after the data subject or his lawful representative has been notified of the intention thereto.

### **(Legal) grounds**

The above mentioned processing of data is based on the following (legal) grounds.

- a. performance of an agreement in which the data subject is a party;
- b. statutory obligation;
- c. legitimate interest.

### **Retention periods**

Staff/salary management: the personal details are removed no later than two years after the employment or the work by the data subject for the purpose of the controller was terminated, unless the personal data is required for the fulfilment of a statutory retention period, in which case a retention period of 7 years shall be applicable.

## APPENDIX 3 – FORMER STAFF

### 1. Processing takes place for the following purposes only:

- a. maintaining contacts with former staff;
- b. sending information to former staff;
- c. the calculation, establishment and collection of contributions and gifts, including the transfer of claims to third parties for collection purposes, as well as other internal-control activities;
- d. dealing with conflicts and conducting accountant's audits.

### 2. No personal data other than the following is processed:

- a. name, first names, initials, titles, gender, date of birth, address, postcode, place of residence, telephone number and similar details required for communication, as well the data subject's bank account number;
- b. an administration number that contains no information other than the details referred to in a;
- c. data regarding the nature and term of the membership of former members, the job in which the former staff member was employed at the controller as well as the respective period;
- d. data in view of the calculation, establishment and collection of contributions and gifts.

### 3. The personal data is only supplied to:

- a. those, including third parties, who are in charge of or supervise activities referred to in section 2 or whose involvement is required;

### 4. The personal data is processed on the following grounds:

- a. execution of the agreement in which the data subject is a party;
- b. legitimate interest;
- c. otherwise: consent for one or more specific purposes.

### 5. Retention periods

The personal data is removed at the respective request of the data subject or upon his death.

## APPENDIX 4 - CUSTOMERS

### 1. Processing takes place for the following purposes only:

- a. for the execution of an order for a customer and the respective communication;
- b. financial administration and invoicing and related activities;
- c. maintenance of business relationship.

### 2. No personal data other than the following is processed:

Name and address of company, name of contact, employer (contractor), position, telephone number of contact, email address of the contact and contents of emails.

### 3. The personal data is only supplied to:

- a. those, including third parties, who are in charge of or supervise activities referred to in section 1 or whose involvement is required;
- b. others, as defined in Article 5.1, b of this policy.

### 4. The personal data is processed on the following grounds:

- a. legitimate interest;
- b. otherwise: consent for one or more specific purposes.

### 5. Retention periods

For 2 years maximum after the end of the services provided (please read: invoicing), unless the data must be retained longer by virtue of a statutory obligation. In that case the applicable statutory retention period applies.

## APPENDIX 5 - PROSPECTS

### 1. Processing takes place for the following purposes only:

- a. direct marketing;
- b. entering into or maintaining business relations;
- c. informing prospects about services, events and other related information;
- d. the execution of procedures if the party becomes a client of CPMview.

### 2. No personal data other than the following is processed:

Name and address of company, name of contact, employer (contractor), position, telephone number of contact, email address of the contact and contents of emails.

### 3. The personal data is only supplied to:

- a. those, including third parties, who are in charge of or supervise activities referred to in section 1 or whose involvement is required;
- b. others, as defined in Article 5.1, b of this policy.

### 4. The personal data is processed on the following grounds:

- a. legitimate interest;
- b. otherwise: consent for one or more specific purposes.

### 5. Retention periods

Four weeks maximum after it has become clear that the order procedure will not be continued (order is not granted).

If processing takes place on an opt-in basis: four weeks maximum after opt-out.



## APPENDIX 6 - SUPPLIERS

### 1. Processing takes place for the following purposes only:

- a. the execution of supplier's order;
- b. assessment as to whether the supplier is eligible for making deliveries;
- c. entering into and maintaining business relationships;
- d. financial administration, payment transactions and related activities.

### 2. No personal data other than the following is processed:

Name and address of company, name of contact, employer (contractor), position, telephone number of contact, email address of the contact and contents of emails.

### 3. The personal data is only supplied to:

- a. those, including third parties, who are in charge of or supervise activities referred to in section 1 or whose involvement is required;
- b. others, as defined in Article 5.1, b of this policy.

### 4. The personal data is processed on the following grounds:

- a. execution of the agreement in which the data subject is a party;
- b. legitimate interest;
- c. otherwise: consent for one or more specific purposes.

### 5. Retention periods

For two years maximum after the end of the services provided (please read: invoicing), unless the data must be retained longer by virtue of a statutory obligation. In that case the applicable statutory retention period applies.