



# Privacy statement business relations Lan Handling Technologies

Lan Handling Technologies strives for a reliable and transparent service. We therefore treat your personal data discreetly and carefully and we ensure that any processing of your data complies with applicable laws and regulations.

In this privacy statement we explain which data we process from you if we have, want to have or have had a business relationship with you. We also tell you why and how long we process your data and what your rights are with regard to each processing. In addition, we also provide information about the parties with whom we collaborate and about our security policy.

The content of this statement can change. We recommend that you regularly consult this privacy and cookie statement so that you are kept informed of the changes.

## Responsible for the processing of personal data

Lan Handling Technologies B.V.  
Nieuwe Atelierstraat 9  
5056 DZ Berkel-Enschot  
The Netherlands

T 013 532 25 25  
E [privacy@lanhandling.com](mailto:privacy@lanhandling.com)

## Privacy Manager

We have appointed a Privacy Manager. That is not a "data protection officer", as referred to in Article 37 of the AVG. However, this is someone who ensures that your data is processed in accordance with the law. The work of the Privacy Manager includes supervision and handling questions and complaints.

The contact details of our Privacy Manager are:

Wilma Maas  
T 013 532 25 25  
E [privacy@lanhandling.com](mailto:privacy@lanhandling.com)

## Berkel-Enschot

Nieuwe Atelierstraat 9 T +31 13 532 25 25  
5056 DZ Berkel-Enschot E [info@lanhandling.com](mailto:info@lanhandling.com)

## Halfweg

Haarlemmerstraatweg 129 T +31 20 407 20 40  
1165 MK Halfweg E [info.halfweg@lanhandling.com](mailto:info.halfweg@lanhandling.com)





### **Which personal data does Lan process about you?**

Depending on your relationship with our organization and the purpose for which we process data, we note (always some of) the following data:

- a) First and last name
- b) Gender
- c) Date of birth
- d) Place of birth
- e) Nationality
- f) Address details
- g) Phone number
- h) E-mail address
- i) Job information
- j) Information about courses and training
- k) Bank account number
- l) Information about your activities on our website
- m) Data related to date, time of arrival and departure

### **For what purpose and on what basis does Lan process your data?**

We process your personal data for the following purposes

- a. Keeping a financial administration
- b. The processing and execution of assignments
- c. Organising (customer) events
- d. Conducting a salary administration
- e. Keeping an applicant (vacancies-candidates) administration
- f. Performing access control
- g. Conducting a visitor registration
- h. The monitoring of website visits

The processing grounds are those as referred to in Article 6 of the AVG (consent, agreement or legitimate interest).

### **Automated decision making**

We do not take decisions on the basis of automated processing about matters that can have (significant) consequences for people. These are decisions that are made by computer programs or systems, without personal interference (for example one of our employees).

### **How long does Lan keep your personal data?**

In general, we do not store your data longer than necessary for the purposes for which we collected it. The retention period may vary from case to case. An example is that we must keep a number of documents for a minimum period for tax or administration purposes. In those cases, we will only retain the information that is necessary to meet our legal obligations. After the legal retention periods, we will delete or anonymise your data.

### **Sharing your personal data with third parties**

We do not share your personal data with third parties, unless this is done in the context of executing an agreement with you and to comply with any legal obligation. To the extent that these third parties qualify as processors, we have entered into a processing agreement with those third parties in which, among other things, security, confidentiality and your rights are regulated. We remain responsible for these processes.



We engage third parties in the above manner and substantiate the following categories of processing:

- a. Keeping a financial administration
- b. The processing and execution of assignments
- c. Keeping an application (vacancies-candidates) administration
- d. Monitoring of website visits

Your data may in some cases be passed on to recipients in countries outside the EEA. The main rule is that this is only permitted if a country offers an appropriate level of protection. If there is no adequate level of protection in a country outside the EEA, we will provide appropriate safeguards so that your data is protected as well as possible. An example of this is the use of model contracts that have been approved by the European Commission

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

We use cookies on our website. This is a small text file that is stored in the browser of your computer, tablet or smartphone when you first visit this website.

We use the following cookies:

- a. Cookies with purely technical functionality, to ensure the website works properly and that, for example, your preferred settings are remembered. These cookies are also used to make the website work properly and to be able to optimise it.
- b. cookies that track your web surfing activities, so that we can offer customised content and advertisements. When you visited our website, we have already informed you about these cookies and have asked permission to place them.

You can opt out of cookies by setting your internet browser so that it no longer stores cookies. In addition, you can also delete all information that was previously saved via the settings of your browser.

#### **Your rights (inspection, modification, removal, etc.)**

Below is explained what your rights are with regard to the processing of your data.

- a) Right to inspect  
You have the right to inspect your own data. This also includes the question of the purposes of the processing, to which parties the data are provided and what the retention periods are.
- b) Right to rectification  
You can ask us to have your data rectified immediately. You also have the right to make incomplete data complete by, for example, sending us an e-mail.
- c) 'Right to be forgotten'  
You have the 'right to be forgotten'. Upon request, we will delete your data without unreasonable delay. However, we may not always delete all your data. Sometimes processing is still necessary, for example, to meet legal obligations or to make, execute or substantiate claims.
- d) Right to limitation of processing  
In principle, you have the right to limit the processing of your data, for example if you believe that your data is incorrect or unnecessary.
- e) Communication of rectification, deletion or limitation  
Unless it is impossible or requires a disproportionate amount of effort, we will notify the recipients of your data of any rectification, deletion or limitation of processing.
- f) Right to transferability of your data  
This means that you can request to receive your data. You can then save this data for personal reuse. You only have this right with regard to data that you have provided to us and if the processing is based on permission or an agreement to which you are party.



- g) Revoke consent  
If the data processing is based on permission, you have the right to withdraw that consent at any time. However, the processing of your data from the period before the withdrawal remains lawful.
- h) Right of objection  
In principle, you have the right to object to the processing of your data. After your objection, we will in principle stop processing your data.
- i) Complaint to the Dutch Data Protection Authority or to the court  
If you believe that the processing of your data violates the law, you can contact our Privacy Manager, but you also have the right to file a complaint with the Dutch Data Protection Authority (AP) or to go to court .
- j) Limitations of your rights  
We may sometimes limit your rights, for example in the context of the prevention, investigation, detection and prosecution of criminal offenses, such as fraud.

You can address any request to our Privacy Manager. To ensure that a request has been made by you, we request that you send a copy of your proof of identity with the request. Make in this copy your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and Citizen service number (BSN) black. This is to protect your privacy.

#### **How Lan protects your personal data?**

We take the protection of your data seriously and take appropriate measures to prevent abuse, loss, unauthorized access, unwanted disclosure and unauthorized changes. If you have the impression that your data is not properly protected or there are indications of abuse, please contact our Privacy Manager.