

Privacy Statement TrioFast B.V.

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Preface

Within the scope of our activities we process and store personal data. It is possible we received the data from you; for example through our website, e-mail or app. Besides that we could also acquire your personal data within the scope of our activities via a third party. With this privacy policy we would like to explain how we handle this personal data.

Which personal data do we process

Which personal data we process depends on the exact circumstances and services rendered. Usually it concerns the following data about;

- Name and address;
- Date and place of birth;
- Data personal contacts; names, gender, function, personal e-mail and phone number;
- Bank account.

Why do we store personal data?

In some cases we store the information to comply with legal obligations, but usually we do it to render the best service possible. This information is stored for practicality and efficiency reasons. Both of which we can only assume is in your best interest. For example;

- To communicate and supply information;
- To supply our services in a as efficient way as possible;
- To better our services;
- To properly make and sent out invoices.

In certain cases we might want to store personal data for other reasons than the above mentioned ones. If this is the case then we will of course ask for your explicit permission before we store it. In case we have already received your permission to store your personal data, but we want to use it for reasons other than the one you have given us permission for we will of course will once again ask for your permission before we use the data.

Finally we can and will use personal data to protect the rights and properties of both ourselves and our customers and if necessary use it to comply with legal procedures.

Interaction with third party

Within the scope of our activities we may use other third parties services. For example, those who process specialised knowledge and tools we ourselves do not process. This could be the so called processors or sub-processors who on behalf of you exact instruction will process the personal data. Other third party are those who will not strictly being processors of personal data, but can still have access to it. For example our system administrator, suppliers, hosts of online software or advisers that we consult to gain advice with regards to your order.

If consulting a third party means they will have access to your personal data, store it themselves or edit it any way we will forge a (written) agreement that they will follow all the rules and obligations set by the General Data Protection Regulation (AVG). Of course we will only deal with third party which are reputable enough that we can assume they can and will follow the rules set forth by the AVG.

Of course it also possible we have to supply your personal data to third parties due to legal reason.

Under no circumstances will we supply third parties with your personal data commercial gains nor for charity.

Retention period

We shall not store your data any longer than is necessary for the goal for which the data has been provided; as described in the paragraph 'Why do we store personal data?'. This mean we will store your data for as long as we need it to meet our goals. Certain kinds of data we are going to store for a longer period of time (usually 7 years), because we have certain legal obligations or because it would allow us to provided our services more efficiently.

Protection

For the protection of your personal data, we as far as it can reasonably be expected of us when taking in account; the to be protected interest, the current level of technology and the cost of the relevant security measures have taken several organizational and technical measures to guaranty the safety of your data .

We oblige our employees and any third party that might have access to your personal data to secrecy. Furthermore we have taken steps to ensure that every employee has received the knowledge and training on how to handle any personal data you might have provided us and that they are aware of the responsibilities and obligations of the AVG. If you wish to know the details than we will happily, but within reason inform you off the steps we have taken to protect your personal data.

Your rights

It is within your rights to view, rectify or remove the personal data we received from you (with the exception when this affects our legal obligations and only as far as it is technologically possible.) Furthermore you have the right to object against us or any

third party we might involve storing your (or part of your) personal data as well as requesting us to hand over the personal data you provided us with to you or directly to a third party you specified.

Incidents with your personal data.

If an incident (a so called data leak) involving the personal data you have provided us happens then, with the exception of extraordinary circumstances and if we conclude there is a concrete chance the leak will have negative consequences on your personal environment we will inform you of it as soon as possible. We aspire to do this within 48 hours after the leak is discovered or we have been informed of it by a third party.

Complaints

If you have a complaint about the way we handle your data then we ask you to contact us. In the unlikely event we can't reach a satisfying solution to rectify your problem then you can always contact the Dutch 'Autoriteit Persoonsgegevens'.

Processing information with the EER

We will only process your personal data within the European Economic Area (EER) unless we have made different written agreements with you.

Changes

Questionless our privacy policy shall change from time to time. The most recent version is the one that is applicable. This version can always be found on our site; <http://www.triofast.nl/> and can be received on paper at request.

Finally

We hope that with this privacy statement we have given you a clear picture regarding our privacy policy. If you have any question regarding how we deal with your personal data we would love to hear it. You can send any question to info@triofast.nl