This is the Privacy Statement of Dutch Filtration. This describes how we deal with your personal data that is collected by Dutch Filtration

### BRINGING YOUR FILTRATION TO A NEW LEVEL





## **INTRODUCTION**

In this Privacy Statement you may read everything about the way your personal data is collected and how we deal with it. It explains where your data is stored and for what purposes your data is stored and used. In addition, you will also find all your rights with regard to your data and how you can avail yourself of these rights.



Due to legal changes or changes to our company policy, it is possible that the Privacy Statement will be changed. We therefore recommend to periodically consult the Statement.

# DYTCH FILTRATION INDEX



01. Dutch Filtration	page 4
02. Target Data	page 5
03. Receivers	page 6
04. Storage period	page 8
05. Security	page 9
06. Your rights	page 10
07. Duties	page 12



# FILTRATION DUTCH FILTRATION

This is the Privacy Statement of Dutch Filtration. We have built our knowledge of oilfield filtration solutions over many years of experience. We have a state of the art machine facility to manufacture our products and equipment. Our experienced welders are certified to weld DNV offshore skids and our filter housings in stainless steel, carbon steel and other exotic materials. We design, innovate, engineer and manufacture in-house, which results in a flexible organization which listens to its customers.

There are situations in which your data is collected by Dutch Filtration. We would like to explain how we use that data and how you can indicate your wishes regarding your data. If you are uncomfortable about the use of your data by Dutch Filtration, please contact us!

#### **Dutch Filtration**

info@dutchfiltration.com +31 75 2014000 Vrijheidweg 61 1521 RP, Wormerveer VAT. Nr. NL856095060B01 CC Nr. 65393252





For a number of purposes, personal data is collected by Dutch Filtration. These are explained below.



#### Sending Newsletters

Dutch Filtration sends out newsletters by e-mail. These newsletters are commercial but can also focus on knowledge sharing. Your first name, surname, company name, e-mail address and country are collected via the appropriate form on the Dutch Filtration website. In addition, you can be asked verbally or in writing to sign up.



#### Contact

Your data will be collected when you contact Dutch Filtration on the website. This form, however, only asks for the necessary information to be able to offer a proposal or a service, such as your name, company name, e-mail address, telephone number and project description.



#### **Analytics**

The website of Dutch Filtration collects your data to improve the website. This is done with Google Analytics. This data is anonymous and is therefore not tied to your personal data. Information collection such as the duration of your website visit or the pages you frequently visit.

All data will only be processed with your explicit permission or to execute the agreements that are entered into, or because processing is necessary to bring you into contact with potential customers and / or contractors.



## **RECEIVERS**

The data received and processed by Dutch Filtration is managed by means of:



#### Mailchimp

The newsletters are sent with Mailchimp. The moment you sign up for the newsletter, your e-mail address and first name will automatically be saved in the appropriate list within Mailchimp. Logging in to e-mailchimp is done via a two-step verification, this means your data is optimally protected.



#### **SAEN-IT**

The e-mail from Dutch Filtration is being hosted at SAEN-IT. If you contact us via the forms or via e-mail, those relevant e-mails will be stored on SAEN-IT's servers.



#### One.com

The website and back-ups of the website are hosted at One. com. Information that you leave on the Dutch Filtration website is stored on One.com's servers.



#### dutz dezign

The website and Mailchimp is managed by dutz dezign. dutz dezign does all the changes on the website and has access to Mailchimp for sending newsletters.





#### **EXACT Online**

Our CRM program is EXACT Online. All customer data is processed in this software program which is hosted by Exact. Logging in to EXACT Online is done by means of a two-step verification, in this way your data is optimally protected.



### Mayenne Markus

Mayenne is responsible for the accounting of Dutch Filtration. She has access to contact information from customers for credit and debt management.



### Crowe Horwath Foederer Accountants & Consultants Oostzaan

Our accountant is Crowe Horwath, they have access to customer contact information and use this for accounting purposes only.



Your data is kept for a longer period of time by Dutch Filtration, but never longer than necessary for carrying out activities, unless we have to keep your data for a longer time because of a statutory regulations.

#### Sending Newsletters

Your e-mail address, first name, last name, company name and country are stored in Mailchimp. The storage of your data is for an indefinite period of time. You can unsubscribe whenever you want via the link at the bottom of the newsletters or by sending an email to info@dutchfiltration.com

#### Contact

The moment you contact Dutch Filtration via mail or via the website, then the data that you send, such as your name, company name, and e-mail address, will be stored on the mail server. Those e-mails are kept for up to ten years.

#### **Analytics**

The data Google Analytics collects on the website is anonymous, so it is not linked to your name, company or e-mail address. This data is stored indefinitely within Google Analytics.

# DYTCH FILTRATION SECURITY

No physical copies of your personal data will be made. Your data is only managed in the aforementioned systems and software.

The personal data managed by Dutch Filtration or by the aforementioned third parties can only be accessed via the above software and protected by a password and where possible with two-step verification.

In this two-step verification, a code is generated from the software and sent to Dutch Filtration. This code must be used during the login process.



Each devices that open your data are also locked with a password and / or fingerprint. The number of devices that have access to your data is limited to only the necessary devices.

In addition, your visit to our website is secured by an SSL certificate. This means that your connection to the Dutch Filtration website is private. You recognize this security by the green lock for the url.

#### Right of Inspection

You have the right to request your data at all times that is recorded and stored at Dutch Filtration. You can do this by sending an e-mail or by calling Dutch Filtration. You will then receive an overview of your data.

#### Right to Rectification

Is your data not correct? Or do you have data which changed? You have the right to have this rectified by Dutch Filtration. You can adjust your data for the newsletter via the appropriate url at the bottom of each email.

#### Right of Transfer

If you need the data stored with Dutch Filtration, for example, if you switch to another party or service, you have the right to transfer. Dutch Filtration must transfer all data that you have passed on to the other party.

#### Right to Erase Data

Do you no longer want your data to be registered with Dutch Filtration? Then you have the right to have your data deleted.

#### Right to Submit a Complaint

You have the right to submit a complaint to the Dutch Data Protection Authority if you feel that Dutch Filtration does not handle your data correctly. This can be done via this link <a href="https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons">https://autoriteitpersoonsgegevens/tip-ons</a>



#### Right to Stop Data Useage (objection)

If you don't want Dutch Filtration is using your data? Then you have the right to stop using your personal data.

The use of these rights can be done via info@dutchfiltration.com send a copy of the ID-proof whereby the passport photo, the numbers at the bottom of the passport, ID-proof number and BSN are made illegible. The aim is to respond within a week.



Dutch Filtration processes personal data on the basis of a legitimate interest, namely a commercial interest. Such as offering services or products from Dutch Filtration via e-mail. Your details will never be sold to third parties.

The data that is mandatory to deliver is the minimum required data for the provision of the services and/or products. Your e-mail address, for example, is required to be able to send the newsletter. If this mandatory information is not provided, Dutch Filtration can not offer the relevant service.

If it is necessary to share data that you have shared with Dutch Filtration with others than the aforementioned parties (for example, to offer a service), your permission will be requested first.

Dutch Filtration reserves the right to disclose the data when this is required by law or if Dutch Filtration deems it justified to comply with a legal request / process or to protect the rights, property or safety of Dutch Filtration. In doing so, we always try to respect your right to privacy as much as possible.



Do you still have questions? Feel free to contact us via the contact details below.

info@dutchfiltration.com

+31 75 2014000

Vrijheidweg 61

1521 RP, Wormerveer

VAT Nr. NL856095060B01

CC Nr. 65393252

### BRINGING YOUR FILTRATION TO A NEW LEVEL

