

Privacy statement – May 2018

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Privacy statement – May 2018

This privacy statement is of Skylla Europe BV B.V. (Tomeikerweg 10, 6161 RB Geleen number +31 46 7630030, e-mail: info@skylla-production.com), and is also applicable to the business units belonging to the Skylla Europe BV. The business units falling under the scope of this privacy statement are:

- Skylla Tunisia SarL
- Skylla Macedonia Dooel

This privacy statement is based on the European General Data Protection Regulation 2016/679 (GDPR) that replaces the Data Protection Directive 95/46/EC and was designed to harmonize data privacy laws across Europe, to protect and empower all EU citizens' data privacy and to reshape the way organizations across the region approach data privacy. Skylla Europe BV selected the Dutch privacy authority (Autoriteit Persoonsgegevens) as the leading authority, based on the GDPR. Skylla Europe BV revises its privacy policy/statement from time to time. The revisions will be identified and made public on our website. In case one of the revisions change the way we process personal data, we will notify the relevant persons directly.

This privacy statement contains information about the kind of personal data that we process (e.g. collect, save, use, consult, share, and document). Data is considered personal data if it is reducible to a single person. In other words, personal data is any information related to a natural person or 'Data Subject' that can be used to directly or indirectly identify the person. It can be anything from a name, a photo, an e-mail address, bank details, posts on social networking websites, medical information, or a computer IP address. Furthermore, information is provided about the duration that personal data is saved and whether the data is shared with third parties. Finally, you can find information about your rights with respect to the personal data that we process from you as a customer, (potential) partner, supplier, job applicant, employee or other person of which we process information. If you think your rights are violated by Skylla Europe BV, you can file a complaint at the Dutch privacy authority (Autoriteit Persoonsgegevens) of which you will also be informed in this privacy statement.

In general, we set clear boundaries with respect to the processing of personal data to respect your privacy, which mainly means, we will only use personal data for legitimate purposes. In the remainder of this privacy statement, we make the distinction between 1) information that we process for which you need to give permission and 2) information that we need to fulfill contractual obligations or agreements and for which we do not need your permission.

For every stakeholder, we also provide information about personal data that is shared with third parties in order to be able to deliver our services, if applicable. In general, Skylla Europe BV does not share your personal data with third parties. Skylla Europe BV shares personal data with third parties only when this is necessary for the execution of contractual obligations or for meeting possible legal obligations. For example, we have to share address information with third parties that ship our products. Your permission is only valid if it is clear for what you gave permission. You can withdraw your permission at any time.

We share personal data with third parties when we ask third parties to process these personal data. In some cases, third parties process personal data based on instructions of Skylla Europe BV and in accordance with our privacy statement. To ensure your personal data is protected and confidential at least as well as the data is protected at Skylla Europe BV, we have processing agreements with third parties with which we share your personal data. Skylla Europe BV remains responsible for data processing. Examples of third parties that process personal data on behalf of Skylla Europe BV are our IT-suppliers, our website administrator, the administrator of our Customer Relationship Management (CRM) system and our Payroll partners.

If applicable, we will inform you in this privacy statement which personal data is shared with third parties because of legal or contractual obligations and which personal data can only be shared with third parties with your permission.

Automated decision-taking

Skylla Europe BV does not make any decision based on automated processing. This means that no decisions are taken by computer programs without the involvement of humans, such as Skylla Europe BV employees.

How long we keep personal data

At Skylla Europe BV, personal data is kept for no longer than strictly necessary to achieve the objectives for which the personal data has been collected. Whenever there is a legal retention period, Skylla Europe BV will keep the particular personal data at least as long as this retention period. In general, we will keep the data for as long as we have a relationship with the particular person. Exceptions will be mentioned if applicable.

What about backups of personal data at Skylla Europe BV? To secure data from getting lost, we make backups of all our data, including personal data. Whenever a person of whom we process personal information requests for removal of such information, primary instances of the particular data will be erased with all due speed (unless we have to keep the particular information data due to contractual or legal obligations). The personal data may reside in backup archives that must be retained for a longer period of time – either because we are required to retain data longer for contractual, legal or compliance reasons. However, you can be assured that your personal data will not be restored back to our production systems (except in rare instances e.g. the need to recover from a natural disaster or serious security breach). In such cases, the personal data may be restored from backups, but we will take the necessary steps to honor the initial request and erase primary instance of the data again. Backup archives containing personal data will be protected with strong encryption, so that even if criminals were able to steal the archive, its contents will remain useless to them. Furthermore, retention rules have been put in place so that personal data in backup archives is retained for as short a time as necessary before being automatically deleted. Finally, records of all persons' requests regarding their personal data will be retained, as will audit logs that record all activities on backup archives containing personal data. This means that the user can be confident that their personal data has been backed up in accordance with GDPR principles and that their rights including the right to be forgotten, have been honored.

Your privacy rights

The privacy rights of all persons of which we process personal information are governed by the GDPR. These rights are explained below:

1. Right to information:
This right provides the stakeholder of which personal information is processed to ask a company for information about what personal data is processed and the rationale for such processing.
2. Right to access to your personal data:
Stakeholders have the right to obtain confirmation from Skylla Europe BV as to whether or not personal data concerning them is being processed, where and for what purpose. Skylla Europe BV shall provide a copy of the personal data, free of charge, in an electronic format. In other words, you have the right to know what data has been collected about you and how such data has been processed.
3. Right to restriction of processing of your personal data:
Right of the stakeholder of which personal data is processed to limit the processing of his/her personal data.
4. Right of rectification or correction:
You have the right to make changes to inaccurate data.
5. Right of removal of your personal data (right to be forgotten):
The stakeholder of which personal data is processed by Skylla Europe BV is entitled to have Skylla Europe BV erase his/her personal data, cease further dissemination of the data, and potentially have third parties halt processing of the data. Conditions for erasure include the data no longer being relevant to original purposes for processing, or as stakeholders withdrawing consent. Data that is processed because of "the public interest" may not be removed by Skylla Europe BV. In that case, the stakeholder will be informed about this. Skylla Europe BV will delete the requested personal data if:
 - The personal data is not needed anymore for the purpose for which Skylla Europe BV processed the particular data;
 - You withdraw your permission for (further) processing and there is no other legitimate basis to process the particular data;
 - You file a substantiated objection and there are no reasons to reject your objection;
 - Skylla Europe BV unlawfully processed the personal data;
 - Skylla Europe BV needs to delete the personal data based on a legal obligation.
6. Right to object to processing of your personal data:

The right of stakeholders of which personal data is processed by Skylla Europe BV to inform that they don't want the personal data processing to take place.

7. Right to withdraw permission to process personal data:

You must be informed in "clear and plain language". If Skylla Europe BV is relying on your consent to process your personal data, you may object to elements of processing or withdraw your consent altogether.

8. Right of data portability:

The stakeholders' right to receive the personal data concerning them, which they have previously provided in a 'commonly use and machine readable format' and have the right to transmit that data to another data processor.

You have the right to be informed, to correct, or to request for removal of your personal data. Furthermore, you have the right to withdraw permission to process personal data or to object to the processing of personal data by Skylla Europe BV. Also you have the right to receive all the personal data processed by Skylla Europe BV in a format which can be used by you to share data with other parties. This means you can file a request to send all personal data which is processed by Skylla Europe BV in a computer file to you (or any other company which you would like to share the particular personal data with). A request for information, correction, removal or data portability of your personal data, a withdrawal of any given permission, or an objection to process your personal data can be send to info@skylla-production.com. To ensure the request is made by you, we ask you to accompany your request with a copy of your id. Please make your photo, the machine readable zone (area with numbers at the bottom of your id), the id number, and the BSN (Dutch) black in the copy that you send to us to protect your privacy. We will respond to your request as soon as possible and always within 4 weeks.

Finally, we also want to inform you about the option to file a complaint at the national authority with respect to persona data, which is the Autoriteit Persoonsgegevens. This is possible via this link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

Violation of privacy

Skylla Europe BV takes the protection of your personal data seriously and takes appropriate measures to prevent abuse, loss, unauthorized access, unwanted publication, or unauthorized changes. In case you think, your personal data is not protected sufficiently or in case you found signs of abuse, please contact us: info@skylla-production.com

You are a customer of Skylla Europe BV

We collect and process data on a company level. In case customers are one-man businesses, this data becomes personal data governed by the GDPR because there is no legal distinction between owner and business entity when it comes to a one-man business. All customer data that we process (see the overview below) is obtained from the particular actor directly.

Data that we process of our customers:

- Contact information, (phone number), including name, gender, e-mail address, address
- Chamber of commerce registration number
- Bank account number

Personal data used to fulfill contractual obligations:

We collect and use personal data to fulfill our contractual obligations with respect to the delivery of goods or the payment of invoices.

Personal data that we need permission for:

We use contact information to respond to questions, to send information as part of our services, and to send marketing related information (under the condition that you gave permission at the time you provided your contact details and you did not withdraw your permission).

As described before, you are able to indicate that we may not collect, save or use the information above. In that case, it is possible that we are not able to provide you the optimal service anymore.

Personal data shared with third parties

For some of our services, it is necessary to collaborate with third parties, for which sometimes, personal information needs to be shared with the particular third parties. For customers of Skylla Europe BV, the following personal data is shared with third parties:

- Invoices are processed in a system of a third party. Possible personal data that are mentioned on invoices is the name, address, contact information, bank account number.
- Payment information is used by a third party to secure payment.
- Address and name is shared with logistic companies that ship products for us.

Our website is well protected. Furthermore no contact details are collected. Moreover, Skylla Europe BV does not collect IP-addresses, this option is not selected in Google Analytics.

You are applying for a job at Skylla Europe BV

During the application process, we collect personal data, such as name, address and e-mail address, phone number, etc. via e-mail, post or telephone or an external website from applicants to be able to make recruitment and selection decisions. Skylla Europe BV also processes data related to education(al level) and work experience. Skylla Europe BV only processes personal data that is relevant for the recruitment process.

This data is all directly obtained from the particular person him or herself except for results of competency tests, which are obtained from the third party specialized in competency tests. These third parties only share the results of the competency tests with the permission of the particular applicant who did the test. The data that we process is:

- Name
- Contact details
- Gender
- Resumes
- Application letters
- Competency tests

This personal data is processed by the HR department of Skylla Europe BV and the employee who will manage the job applicant in case he or she gets the position. In case the job applicant will not be recruited, only the HR manager will keep this personal data for 4 weeks. After 4 weeks after the completion of the application process, we will delete the personal data. If we want to keep the data longer than 4 weeks this is only allowed with the candidate's permission.

As described before, you are able to indicate that we may not collect, save or use the information above. In that case, it is possible that we are not able to provide you all the benefits that we could have offered if we are allowed to process this data, such as informing you about possible new job vacancies which might be suitable for you.

Personal data used to fulfill contractual obligations:

None of the information above is processed to fulfill contractual or legal obligations.

Personal data shared with third parties:

Personal data is only shared with third parties offering competency tests in case a such a test is part of the recruitment and selection procedure.

You are a potential partner (e.g. distributor or sales agent) or supplier of Skylla Europe BV

In the sales, development and production processes of Skylla Europe BV's products, we are constantly looking for partners, of which we also process information:

- Name
- Gender
- Contact information
- Nationality
- Job description
- Personal background information
- Chamber of commerce registration number
- Bank account number

This personal data is obtained directly from the particular person to which the personal data relates and is processed in our customer relationship management (CRM) system, which is accessible by every employee of Skylla Europe BV.

As described before, you are able to indicate that we may not collect, save or use the information above. In that case it is possible that we are not able to provide you all the benefits that we could have offered if we are allowed to process this data, such as informing you about possible future opportunities which might be interesting for you.

Personal data used to fulfill contractual obligations:

We collect and use personal data to fulfill our contractual obligations with respect to the delivery of goods and the payment of invoices. All the data that we use is obtained directly from the particular person.

Personal data shared with third parties:

For some of our services, it is necessary to collaborate with third parties, for which sometimes personal information needs to be shared with the particular third party. For partners, such as sales agents of Skylla Europe BV, the following personal data is shared with third parties:

- Invoices are processed in a system of a third party. Possible personal data that are mentioned on invoices is the name, address, contact information and bank account number.
- Payment information is shared with a third party to ensure payment.
- Address and name is shared with logistic companies that ship the products for us.

You are a visitor of our website

It is not possible to leave any personal data behind on our corporate website. However, it is possible to send an e-mail, which might contain contact information in order for us to be able to answer your questions or execute your requests. In such cases, the personal contact information is used to react to your questions and to send you information about Skylla Europe BV. Only if you give permission to save your contact details after the initial question has been resolved, then we are allowed to save it in our customer relationship management (CRM) system, which is also used for sending marketing messages.

We use your contact details (e-mail address or postal address) to send marketing messages such as newsletters, only if you gave explicit permission to use your contact details for this purpose

As described before, you are able to indicate that we may not collect, save or use the information above. In that case, it is possible that we are not able to provide you the optimal service anymore.

Skylla Europe BV does not collect IP-addresses, this option is not selected in Google Analytics. Our website is well protected by using SSL-certificates. Furthermore no contact details are collected.

Cookies

Skylla Europe BV only uses technical, functional, and analytical cookies that do not infringe your privacy. Skylla Europe BV does not use cookies for commercial purposes. By using our website, you agree with the use of these cookies. A cookie is a small text file, which is saved on your computer, tablet or smartphone at the first visit of our website. The cookies that we use are necessary for the technical functioning of our website and to ensure ease of use. These cookies ensure that the website works properly, for example, by remembering your preferred settings. Furthermore, these cookies help us in optimizing our website. You can sign out for the use of cookies by changing the settings of your internet browser to prevent it from saving cookies. Finally, you can delete information that is already saved.

You are a visitor of an Skylla Europe BV booth at a trade fair or event

Often, during events and trade fairs, Skylla Europe BV takes pictures for promotional purpose. These pictures might show persons that visited our booth, which makes it possible that others recognize the particular person in the picture. Skylla Europe BV will only use pictures of persons with the explicit permission of the particular person.