

# **Privacy Policy**

## 1. Accountable entity

TMS International BV, located at Burgemeester Klinkhamerweg 86a 2761 BJ Zevenhuizen (ZH) The Netherlands, is responsible for the processing of personal data as shown in this privacy statement.

#### 2. Contact details

TMS International BV, Burgemeester Klinkhamerweg 86a , 2761 BJ Zevenhuizen (ZH) The Netherlands. Telephone number +31 180 633 400.

Website: www.tms-international.nl, email: Info@tms-international.nl

# 3. Personal data that we process

Personal information such as your first and last name, your company name; contact information such as your company address, email address, phone number and technical data that can include:

- The type of browser and device used to access our websites
- The operational system of your device
- Referral URL
- Hostname from your device
- IP-Address

# 4. Purpose of data storage

- Handling your payment
- Sending our newsletter and / or advertising brochure
- Contact you by phone or email to carry out our services
- Inform you about changes to our services and products
- To deliver goods and services to you
- TMS International BV also processes personal data if we are legally obliged to do so, such as information that we need for our tax return

#### 5. Automated decision-making

TMS International BV does not make decisions based on automated processing on matters that can have (significant) consequences for people.

## 6. What do we do with your data?

The personal and technical data that TMS gathers is used to optimize the company websites and develop an improved customer experience for the user. General information such as pages visited by the user and time spent per specific page is data we analyse to modify the content we share and add relevant information to the site. All the data gathered about the user's behaviour, as well as any personal information on our websites is saved, analysed and processed internally and used for statistics and personalized offers to the customer.

Burg. Klinkhamerweg 86a | 2761 BJ Zevenhuizen (ZH) | P.O. Box 25 | 2760 AA Zevenhuizen (ZH) | The Netherlands | T: +31 (0)180 633 400

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BIC: RABONL2U
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VAT: NL 8133.30.439.B01 Ch.o.C.: Gouda 24364349 E-mail: info@tms-international.nl



# 7. Special and / or sensitive personal data that we process

Our website and / or service does not intend to collect data about website visitors who are younger than 16 years.

Unless they have permission from parents or custodial parents. However, we cannot check if a visitor is older than 16. We therefore encourage parents to be involved in the online activities of their children to prevent the collection of data without parental permission. If you are convinced that we have collected such data without permission, please contact us via info@tms-international.nl, then we will delete this information.

### 8. Relaying data to third parties

TMS International BV provides exclusively to third parties and only if this is necessary for the execution of our agreement with you or to comply with a legal commitment.

For data administration, analytics and statistics we make use of certain data analytics tools. You can find information regarding each tool's provider via the following hyperlinks:

**Google Tag Manager** 

**Google Analytics** 

Leadinfo

Wikkl

### 9. Cookies

TMS International BV only will use technical, functional and analytical cookies that do not infringe your privacy. A cookie is a small text file that is stored on your computer, tablet or smartphone on the first visit to this website. The cookies we use are necessary for technical operation of the website and your user friendliness. They ensure that the website works properly and remember, for example, your preferences. We can also optimize our website with this. You can choose to block the reception of cookies by setting your internet browser. In addition, you can also delete all information previously stored through your browser settings.

### 10. Newsletter

We offer a newsletter for our network, which contains a lot of exciting information and updates about our products, offers and digital environment.

If you have subscribed to the newsletter and your email address has been verified, you will receive our newsletter. You can unsubscribe at any time. To unsubscribe from the TMS Newsletter, you can use the link provided in every newsletter email.

Rabobank Utrecht

Bank:



When you subscribe to a newsletter, we temporarily save your IP address as well as the time of your subscription and your confirmation. In this way we can prove that you have actually subscribed to the newsletter, and we can also use this information for our internal marketing statistics.

# 11. How long we store personal data

TMS International BV does not store your personal data longer than strictly necessary to achieve the goals for which your data is collected. We use the following storage periods for the next categories of personal data.

Processing	Purpose Processing	Description categories	Storage period
Job applications	Recruitment	First and last name, name and address details, passport photo	24 weeks after application procedure or after permission max 1 year due to procedure, notice period and probation
Contract registration creditors	Overview of contracts creditors, monitor progress and contract duration	First and last name contact person, name and address details, bank account numbers, telephone numbers, email addresses, contract details, chamber of commerce number, VAT number	Infinite. This related to License and Royalty's, if different indicated by supplier
Contract registration debtors	Overview of contracts debtors, monitor progress and contract duration	First and last name contactperson, name and address details, bank account numbers, telephone numbers, email addresses, contract details, chamber of commerce number, VAT number	10 years due to fiscal interest

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Mail registration and	Mail registration and	First and last name,	10 years due to fiscal
processing	processing	contact person, name and address details	interest
Mailing list	Mailing list customers	First and last name, email adress, company name	Until the user unsubscribes or is no longer relevant for the customer data base.
Google analytics	Analytical cookies	Analytical cookies	Up to 14 months after last visit

# 12. View, modify or delete data

You have the right to view, correct or delete your personal data. In addition, you are entitled to withdraw your previous consent for data processing or to object to the processing of your personal data by TMS International BV and you are entitled to use the data for portability. This means that you can submit a request to us for sending your personal data we have stored in a computer file to another organization. You can request access to, correction of or deletion of your personal data file or request withdrawal of your previous permission to info@tms-international.nl.

To be sure you make the request yourself, we ask you to send a copy of your identity card with the request. Cross out your passport photo in this copy, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and citizen service number (BSN). This is to protect your privacy. We respond as soon as possible, at your request within four weeks. TMS International BV would also like to note that you have the possibility to bring a case for the national supervisor, the Dutch Data Protection Authority.

# 13. How we protect personal data

TMS International BV takes the protection of your data seriously and takes appropriate measures to prevent for abuse, loss, unauthorized access, unwanted disclosure or unauthorized modification. If you have the impression that your data is not properly secured or there are indications of abuse, please contact us via info@tms-international.nl

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