

May 31st, 2018

PRIVACY POLICY

DELFT SOLIDS SOLUTIONS

1. WHAT TYPE OF PERSONAL INFORMATION/DATA DO WE PROCESS?

- i. Contact information, (for example name, e-mail address, work address, phone number, including any personal data left by you in the application/form).
- ii. The name of the organization where you work for or represented, your job title.
- iii. Data for calculating or recording invoices, making payments and submitting receivables, including billing addresses and credit card details, when filling out the form.
- iv. Any other information that you may fill in the form and/or provide to us through other communication options such as email and/or telephone.

2. THE USE OF YOUR PERSONAL DATA IS NECESSARY FOR:

- i. The execution of agreements with our customers.
- ii. Compliance with our legal obligations.
- iii. To defend our legitimate interests in order to be able to continue providing our services to our customers efficiently.
- iv. To represent your legitimate interest in obtaining the right information.

Delft solids Solutions uses contact information from its existing customers to send commercial and informative information, such as newsletters and event invitations. You can always unsubscribe from the mails with commercial and/or informative information by using the unsubscribe option that is included in each message or by sending an email to info@solids-solutions.com.

3. WHO DO WE SHARE THE INFORMATION WITH?

Delft Solids Solutions does not provide your personal information to third parties without your personal consent, unless Delft solids solutions is required to do so on the basis of a legal provision or a court ruling.

Furthermore, the confidentiality obligations and security measures required under the law always apply to prevent your personal data from becoming known to other parties. We always look at how we can respect your right to privacy as much as possible.

4. HOW LONG DO WE STORE YOUR DATA?

Delft solids Solutions does not store your personal data any longer than necessary for the purpose for which it was stored. We keep certain deadlines, after which we may delete this information:

- i. Tax regulations oblige us to keep records with your billing, payment and ordering data for at least 7 years.

In all cases, or/and in certain cases, Delft solids Solutions will keep your data longer than indicated above if required under a statutory regulation or if longer storage is really necessary to carry out our activities, For example to prevent fraud and abuse.

5. HOW DO WE PROTECT YOUR PERSONAL INFORMATION?

We take all reasonable, appropriate security measures to protect our visitors and participants from unauthorized access or alteration, disclosure or destruction of personal data. We comply with the current security standards.

If, despite security measures, there is a security incident that is likely to adversely affect your privacy, we will inform you as soon as possible of the incident. We will therefore inform you of the measures we have taken to reduce the impact and prevent recurrence in the future.

6. WHERE DO WE STORE YOUR DATA?

The personal data we collect from you are in principle always stored in the Netherlands or elsewhere in Europe on a secure computer.

7. WHAT RIGHTS DO YOU HAVE WITH YOUR PERSONAL DATA?

- i. You may object to the use of your personal data, for example if the use of your personal data is not necessary for the execution of our activities or the fulfilment of a legal obligation.
- ii. You have the right to access your personal data. This means that you can inquire about the personal data that you have registered and for what purposes that data is used.
- iii. If you feel that we have incorrect personal data about you, you can have this personal data corrected. You can also ask us to limit the processing of your personal data, even for the time limit we need to assess your requests or concerns.
- iv. You can also ask us to remove your personal data from our systems.
- v. We will meet your request, unless we have a compelling, legitimate interest not to remove the data, which outweighs your privacy interest. If we have removed the data, for technical reasons we cannot remove all copies of the data immediately from our systems and backup systems. We may refuse to comply with the aforementioned requests if these are unreasonably often done, require unreasonably heavy technical efforts or have unreasonably heavy technical consequences for our systems or the privacy of other endangering.

You can make the aforementioned requests or object by sending a letter, with your name, address and telephone number.

If you have any questions about our privacy policy, you can always send an e-mail to info@solids-solutions.com.