

privacy statement

This privacy statement gives information on how IMG Engineering B.V. and IMG Projects B.V. processes personal data. We think it is of great value that personal data are being handled carefully. Therefore personal data are being processed with great care. We may only process personal data if a valid legal basis exists. This means for example that we:

- clearly state for what purpose we process personal data
- limit the collection of personal data to personal data that are necessary for the purposes for which they are processed
- explicitly ask for permission to process the personal data, in case this permission is necessary
- do not share personal data with third parties unless this is necessary to perform the service requested or when legally obliged to share
- when personal data is shared with third parties, we ensure that the data are not used for other purposes
- arrange or have in place suitable security measures to protect personal data and demand the same from subcontracted parties we share personal data with
- respect the right to view, correct or have personal data deleted.

Who is responsible for the processing of personal data?

IMG Engineering B.V. ("IMG Engineering") and IMG Projects B.V. ("IMG Projects"), located at Edisonstraat 12 in Oud-Beijerland, are responsible for the processing of your personal data.

Whose personal data do we process?

IMG Engineering / Projects processes personal data of:

- job applicants or persons who are looking for an internship or job at IMG Engineering / Projects (hereinafter: "applicants")
- persons who are customers or who are employed by our customers (hereinafter: "customers")
- persons from whom we purchase products or services or who are employed by our suppliers (hereinafter: "suppliers")
- third parties, like persons, not being customers, whose details are present in our systems, or visitors to our website (hereinafter "third parties").

What personal data do we process?

With regard to job applicants IMG Engineering / Projects may process the following data:

- name and address details, titles, date of birth, place of birth, nationality, gender and marital status
- contact details, such as email address and telephone numbers
- data on training programmes, courses and internships taken or to be taken
- data on the job applied for
- data on employment history
- other data with regard to the position to be held, provided by the data subject or known to him (such as curriculum vitae data, or results of a competency test)
- data gathered from references with consent of the applicant
- a certificate of conduct
- other data whose processing is required pursuant to or is necessary in view of the application of any laws or regulations.

With regard to customers IMG Engineering / Projects may among other things process the following data:

- name and address details, titles, date of birth, place of birth, nationality, gender and marital status, and, if applicable, the citizen service number
- contact details, such as email address and telephone numbers
- company details
- bank details
- medical data
- data with regard to relations with other persons or organizations
- data in view of the handling of the case or the settlement of the dispute
- identity document
- residence permit
- data for calculating and recording fees and expenses, making payments and collecting amounts due
- other data provided to us by customers or third parties or that are obtained from public sources in the context of our handling of a case
- other data whose processing is required pursuant to or is necessary in view of the application of any laws or regulations.

With regard to suppliers IMG Engineering / Projects can process the following data:

- name and address details, titles, date of birth, place of birth, nationality, gender and marital status
- contact details, such as email address and telephone numbers

- company details
- bank details
- data with regard to relations with other persons or organizations
- data with regard to ordering or purchasing services
- data for calculating and recording expenses and making payments
- other data of which the processing is required pursuant to or is necessary in view of the application of laws or regulations.

With regard to third parties IMG Engineering / Projects can process the following data:

- name and address details, titles, date of birth, place of birth, nationality, gender and marital status, and, if applicable, the citizen service number
- contact details, such as email address and telephone numbers
- company details
- bank details
- data with regard to relations with other persons or organizations
- other data provided to us by customers or third parties or that are obtained from public sources in the context of our handling of a case
- other data whose processing is required pursuant to or is necessary in view of the application of any laws or regulations.

For what purposes do we process these data and on what legal basis?

IMG Engineering / Projects only processes personal data if a valid legal basis exists. We therefore only process the above mentioned data if:

- the processing is necessary for the performance of an agreement with the data subject or in order to take steps at the request of the data subject prior to entering into an agreement, for example when we process data in order to maintain a file for the customer or to handle a job application ("fulfilment of agreement");
- the processing is necessary to comply with a legal obligation to which IMG Engineering / Projects is subject, such as, for example, our obligation to verify the identity of our customers (hereinafter "legal obligation");
- the processing is necessary for the purposes of the legitimate interests pursued by IMG Engineering / Projects or by another person, and those interests outweigh the interests or fundamental rights of the person whose data are concerned, (hereinafter "legitimate interest"); or
- the data subject has given his consent to the processing ("consent").

The legal basis for processing personal data on job applicants is:

the assessment of the suitability of the data subject for a position that is or may become vacant

- fulfilment of agreement

Internal control and company security of (the interests of) IMG Engineering / Projects:

- fulfilment of agreement
- legal obligation
- legitimate interest

the implementation or application of legislation or regulations

- legal obligation

The legal basis for processing personal data on customers is:

services and advice to customers:

- fulfilment of agreement
- legal obligation
- legitimate interest

calculating or recording fees or payments

- fulfilment of agreement
- legal obligation

making payments and collecting amounts due, including the use of other parties for debt collection

- fulfilment of agreement
- legal obligation
- legitimate interest

the handling of disputes, including the conduct of legal proceedings

- fulfilment of agreement
- legal obligation
- legitimate interest

the exercise of an audit or other types of verification

- fulfilment of agreement

- legal obligation

the implementation or application of laws or regulations

- legal obligation

The legal basis for processing personal data on suppliers is:

ordering or purchasing services

- fulfilment of agreement
- legal obligation

calculating and recording income and expenses and making payments

- fulfilment of agreement
- legal obligation

internal management activities

- fulfilment of agreement
- legal obligation

maintaining contacts

- fulfilment of agreement
- legitimate interest

the handling of disputes and exercising audits

- legal obligation
- legitimate interest

the implementation or application of laws or regulations

- legal obligation

The legal basis for processing personal data on third parties is:

services and advice to a customer:

- legal obligation

- legitimate interest

the communication with the data subject

- fulfilment of agreement

internal management activities

- legal obligation

the granting of access to our office or our website or for the security thereof

- legal obligation

maintaining contacts and sending information about the services of
IMG Engineering / Projects

- consent
- legitimate interest

the implementation or application of laws or regulations

- legal obligation

With whom may we share personal data?

IMG Engineering / Projects may share personal data on job applicants with:

- (potential) customers
- suppliers, such as IT-companies
- others, with the consent of the data subject, or in the case of a legal obligation.

IMG Engineering / Projects may share personal data on customers with:

- suppliers, such as IT-companies
- others who are in charge of or manage the activities in the context of where the personal data are being processed or are necessarily involved therein
- others, with the consent of the data subject, or in the case of a legal obligation.

IMG Engineering / Projects may share personal data on suppliers with:

- other suppliers, such as IT-companies

- others who are in charge of or manage the activities in the context of where the personal data are being processed or are necessarily involved therein
- others, with the consent of the data subject, or in the case of a legal obligation.

IMG Engineering / Projects may share personal information about third parties with:

- suppliers, such as IT-companies
- others who are in charge of or manage the activities in the context of where the personal data are being processed or are necessarily involved therein
- others, with the consent of the data subject, or in the case of a legal obligation.

How do we protect your personal data?

IMG Engineering / Projects applies various technical and organizational measures to protect your personal data against destruction, loss, alteration or unauthorized disclosure or access. These comprise administrative, physical and technological measures. Persons who work for us are bound to secrecy and must abide by our instructions aimed at the adequate protection of your data.

Cookies on our website

Cookies are small text files placed by websites on the computer or terminal equipment with which you visit the website. Cookies may be used to collect (personal) data about you. Our website also applies cookies, as we use Google Analytics, a service that provides us insight into the manner in which our website is used. This relates to statistics of use like the number of unique visitors, the pages visited and the average duration of a visit.

Transfer to countries outside the EEA

Your personal data may be transferred to a country outside the European Economic Area (EEA) that provides a lower level of protection to personal data than the legislation in the EEA. We will only do this if it is necessary in the context of the provision of our services.

How long do we retain personal data?

We do not retain personal data any longer than necessary

- for the purposes for which the personal data are processed

- to comply with laws or regulations
- for archiving purposes.

Personal data on job applicants are deleted four weeks after the ending of the application procedure, unless the applicant enters into employment or authorizes us to keep it for a longer period of time (up to six months).

Personal data that are required in the context of our accounting are kept for seven years.

Data gathered in the context of our services shall be kept for at least ten years after the service has been terminated.

Your rights with regard to your personal data

The laws on the protection of personal data give you the following rights with regard to personal data relating to you:

- the right to request whether or not personal data concerning them are processed, and, if this is the case, to get access to these
- the right to request rectification and erasure of these data
- the right to object the processing or to ask for a restriction of the processing
- the right to withdraw the consent to the processing, if the processing is based on your consent
- the right to receive your data or have this transmitted to an organisation designated by you, in a structured, commonly used and machine-readable format
- depending on the country where you live, the right to file a complaint with a supervisory authority that monitors the compliance with the rules for the protection of personal data. In the Netherlands, this is the Autoriteit Persoonsgegevens in The Hague (www.autoriteitpersoonsgegevens.nl).

IMG Engineering / Projects will deal with a request in connection with the exercise of these right in the manner as prescribed by law. However, these rights are not absolute; they do not apply under all circumstances and the applicable rules provide for exceptions. If we do not grant your request, we will explain to you why.

Contact details

In order to exercise the rights described above, you can send an email to office@img-group.nl. You may also use this email address if you wish to file a complaint about the manner in which your personal data have been processed by IMG Engineering / Projects.

You may also file a complaint with the Autoriteit Persoonsgegevens or, if you reside or work in another country of the EEA, with the supervisory authority in that country.

Amendments

We can amend this statement. We will publish the amended statement on our website. Therefore we recommend to consult this privacy statement regularly.