

## Privacy Policy Qualed Europe B.V.

First of January 2020

v1.0

Thank you for your interest in our products and services. This Privacy Policy describes how we handle your personal data with care and in accordance with privacy legislation. In general this means that your personal data:

1. will only be used in accordance with the purpose for which it was provided
2. will be limited to only that information which is necessary for the purposes for which it is processed
3. will not be shared with others
4. will be carefully protected.

If you have any questions not covered in this Privacy Policy, comments you may have about the content or if you have any complaints about the way in which we handle your personal data, please contact us by sending an email to [info@qualedeuropa.com](mailto:info@qualedeuropa.com) or use the contact details at the bottom of this page.

### Purposes

We make use of your personal information because you want to do business with us and/or you provided us with your personal information. Qualed Europe B.V. will process your personal information for the following purposes:

- to send you our newsletter and/or a brochure or catalogue
- for the fulfilment of your orders and general customer relationship management
- for accounting purposes
- to be able to make a call, send an message by e-mail or postal to inform you about the service we provide and to keep you up-to-date about our products and services.

Listed below you'll find the personal data that we process:

- surname, first name, address, phone number and e-mail address.
- if you are a business customer or a supplier: your company information, contact address, phone number, email address, VAT and registration number at the chamber of commerce and banking information.

### Services

When you make use of our services we will ask you to provide personal information. This information is required for making up contract and shall be kept in accordance with legal retention requirements.

### Communication

When you send us an e-mail, or other messages, they will be stored in our e-mail archive in accordance with the statutory retention period.

### Newsletters

Customers can sign-up for our email newsletter on the website or by e-mail. Readers of this newsletter who want to unsubscribe can use the unsubscribe link at the bottom of each newsletter.

### Third parties

We will only share your personal data to third parties if this is necessary for the execution of our agreement or in order to comply with the law. Qualed Europe B.V. will not sell your personal information to any other party.

**Security**

Qualed Europe B. V. shall take appropriate technical and organisational measures to ensure the personal data you have provided is protected against unauthorized use. Our employees are bounded by law to maintain the confidentiality of your information.

**Cookies**

Cookies are small pieces of information that are stored by your browser on your computer. Our website uses functional cookies that are necessary for the website to function properly. In addition, we use cookies, for example, due to the use of the web to be able to analyse and improve usability.

**View/modify the personal data**

You have the right to request insight in any personal information stored in our data files. If you believe that your personal information is not (or no longer) correct or complete, you may request that your personally identifiable information will be completed, corrected, or deleted. Requests for adjustments will be handled as soon as possible, but in any case within four weeks. You can send your request to [info@qualedeuropa.com](mailto:info@qualedeuropa.com) or you can use the contact details at the bottom of this page.

**Retention period**

Qualed Europe B.V. will not store personal data longer than is reasonably necessary for the purposes for which the information was provided or for the period required by law.

**Changes**

The Privacy Policy of Qualed Europe B.V. possibly will be changed. Therefore it is recommended that you periodically review this privacy policy.

Contact details:

**Qualed Europe B.V.**  
**Kerklaan 14b**  
**2911 AD Nieuwerkerk aan den IJssel**  
**the Netherlands**

Any questions regarding this Privacy Policy can be addressed to the board of directors and send by post office or e-mail [info@qualedeuropa.com](mailto:info@qualedeuropa.com)