

PRIVACY STATEMENT

We care about your privacy. We have carefully drafted this privacy notice ("Notice") to inform you in plain and comprehensible language about our privacy practices. This Notice states what personal data we process about you, why we process these data, how we use it and your rights. We encourage you to take some time to read this Notice in full.

This Notice may change over time. You can store or print this version of the Notice by using the buttons at the top of this page.

When does this Notice apply?

This Notice applies to the processing of personal data by Smit & Zoon. It describes how Smit & Zoon processes the personal data of individuals, such as employees, trainees, applicants, customers, agents, suppliers, contractors and visitors of Smit & Zoon premises and our website. For employees of Smit & Zoon, the notice "Network, Email, Internet and telephone regulations" applies alongside this notice.

Some countries may have different local legislation and/or standards. In case of a conflict between this Notice and local legislation and/or standards, the latter will prevail.

Who is Smit & Zoon?

Smit & Zoon is a true family business. It sells its products worldwide to leather-processing companies. Smit & Zoon respects your privacy and is committed to the careful, safe and lawful processing of your personal data.

When this Notice mentions 'Smit & Zoon', 'we', 'us', 'our', it refers to Handelmaatschappij A. Smit and Zoon B.V, Nijverheidslaan 48, Weesp, the Netherlands and her subsidiaries.

Use of personal data

Smit & Zoon processes personal data that has been provided by you or a third party. Depending on your relationship with Smit & Zoon, we may process the following personal data:

- name/address
- company particulars
- email address and telephone number
- information that is stated on an ID certificate, such as date of birth and social security number (in Nederland het BSN-nummer)
- login details for your customer account on our website
- financial data, such as IBAN
- customer data provided through the customer account or contact form on our website
- CV's and motivation letters
- registration of entrance and leaving Smit&Zoon locations
- working hours for our employees
- information from an assessment carried out as part of an application procedure
- on premise information collected through access control and CCTV recordings
- data from public sources such as the chamber of commerce and the land registry
- network traffic data and other related data, such as IP address and information obtained from cookies and similar tracking technology used on our websites, from your use of our websites.

Which personal data of you we process depends on your individual relationship with Smit & Zoon and, of course, the purpose of the data processing. In accordance with the General Data Protection Regulation, Smit & Zoon keeps a processing register of all processing instances of personal data.

For example, Smit & Zoon only processes the personal data on a CV if this is necessary, for example in the context of an application procedure.

For example, if an applicant is rejected and his or her data is no longer required for future application procedures, the data will be deleted within six weeks after the decision.

User information collected by our website

Visitors to the Smit & Zoon website can sign up for our newsletter and request access to a restricted area of the website where additional product information can be found. They can do so by filling in their name and e-mail address on a form on the website. This data will be stored in the Content Management System of our website. Only the authorized administrators of the Smit & Zoon website have access to the entered data in this Content Management System. They will treat this data with confidentiality and not share it with third parties.

Cookies

You can decide to accept or decline cookies on our website. Our website works properly if cookies are refused by you or your browser settings.

Google Analytics

Data from visitors of our website may be collected by Google Analytics, a web analytics service provided by Google Inc. Google's website explains how Google uses this data from sites and apps that use Google's services. Smit & Zoon does not use personal data that is collected by Google. If you do not want Google Analytics to store your information you can change your settings for Google Analytics.

Legal basis of us of personal data

The legal bases (or justified reasons) for processing your personal data are:

- The legitimate interest of business and management purposes;
- Entering into and managing a contract;
- Compliance with our legal obligations;
- Protecting your vital interest;
- Your specific and informed consent.

Purposes of use of personal data

We process personal data for the following purposes:

1. *Entering into and managing contracts*

We process personal data for the execution of agreements with, for example, our customers, agents, employees, contractors and suppliers.

For example, contact details of customers are necessary to deliver our products and services in the best possible way. Human Resources personal data is processed for the performance of the employment contract, such as for the development and assessment of the employees, payment of salaries and legal obligations.

2. Compliance with our legal obligations;

We are obliged to process certain personal data in accordance with various laws (including tax legislation). This may include, for example, processing a copy of proof of identity of an employee.

3. Account management

Contact details can be processed to maintain contact with customers, suppliers and other business relationships. These contact details are used for sending newsletters and for contacting Technical Service and Customer Support. Personal data may also be obtained and processed through activities on social media, including by posting photographs.

4. Recruitment

We collect and process personal data for the recruitment of new employees, the completion of job application procedures, and the hiring of new employees. This may involve, for example, personal data from a CV or an assessment report.

Safety

For security reasons an access system is used to prevent unauthorized persons entering production sites and in Smit & Zoon's offices which processes personal data.

A CCTV system is used to check whether the right vehicles are on Smit & Zoon's premises and whether they are being loaded and unloaded safely. A CCTV system is used also for the safety of our employees, site, products and visitors.

We use a check-in, check-out system for our employees at the Weesp and Amersfoort locations. The purpose of this is to know who is present in the building in the event of an evacuation and to comply with the obligations arising from the Working Hours Act.

Retention

Your personal data will be retained for as long as required for their purposes including legal obligations and for solving any disputes.

Transfer of personal data to third parties and outside EEA

We may provide personal information to third parties located within the European Economic Area (EEA), such as government agencies, but also to service providers who assist us in the execution of agreements. Examples include consultants, IT service providers or the payroll administrator. Smit & Zoon has concluded processing agreements with these third parties,

which include provisions on the security of personal data, if a party is a processing party for Smit & Zoon.

We may share personal information with other Smit & Zoon offices or Smit & Zoon production sites located outside the European Economic Area (EEA). If no adequacy decision of the European Commission is in place with regard to the country of location of Smit & Zoon, safeguards are in place to ensure adequate protection of personal data.

Security and data breaches

We have taken adequate measures to protect the confidentiality, integrity and availability of your personal data. The implementation of appropriate technical, physical and organizational measures protects your personal data against the following incidents:

- Accidental or unlawful destruction;
- Accidental loss, damage or alteration;
- Unauthorized disclosure or access; and
- Any other forms of unlawful processing (including, but not limited to unnecessary collection or further processing).

We have procedures in place to deal with a (suspected) data breach. You and/or the applicable data protection authorities will be notified of a data breach, where we are legally required to do so.

Your rights

You have the following rights in relation to your personal data:

- The right to access the personal data we have about you;
- The right to have your personal data deleted;
- The right to restrict processing of your personal data by us;
- The right to object to automated decisions; and
- The right to withdraw consent at any time and without detriment.

Under certain provisions you also have the right to:

- Object to certain data processing operations; and
- Request a transfer of your personal data.

If you wish to exercise any of these rights, please contact our privacy officer by sending an email to privacy@smitzoon.com.

We will always check your identity to ensure that it is you exercising your rights. If we cannot verify your identity, your request will be rejected. When exercising your right, the more specific you are, the better we can assist you with your question. In some cases, permitted by law, we may deny your request, in which case we will notify you of the reason for denial.

If you feel we are not handling your question or request appropriately and Smit & Zoon's processing of personal data infringes your rights under the General Data Protection Regulation, you have the right to lodge a complaint with the Dutch Data Protection Authority or, if applicable, the authority of another member state of the EEA.

Contact details

Smit & Zoon is located at Nijverheidslaan 48, Weesp and is registered with the Chamber of Commerce (KvK 32037558). If you have any questions regarding this Notice, please contact us by:

Telephone : 0031 (0)294 238 800
Email : privacy@smitzoon.com
Mail : PO Box 123, 1380 AC Weesp, the Netherlands