



PRIVACY POLICY DOCUMENT

This privacy statement applies to the companies Baer Sandwich Panels b.v., Baer Special Products b.v. and Baer Machinery b.v.

Whenever the term 'Baer' appears in the text, we mean Baer Sandwich Panels b.v., Baer Special Products b.v. and Baer Machinery b.v.

You may only include personal data to the extent that there is a legitimate purpose for doing so. Baer checks whether all data has a valid basis for processing (such as a legitimate interest, consent, performance of a contract or a legal obligation). We do not collect more personal data than is necessary for the intended purpose. Baer does not use personal data for any purpose other than that for which we have obtained them. The primary purpose is to use the personal data for the performance of the various contracts. Examples of this include: sales contracts, purchase contracts and employment contracts. If Baer decides to introduce mailings etc. or to develop other activities which require the retention of personal data, this document will be rewritten and the data subjects will be informed.

Current personal data

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Customer data

- Baer does not store personal data. Baer only has the contact data to communicate with the customer (i.e. the company) and to execute a sales contract. These data are limited to:
 - Name and address of company (only company data therefore);
 - Name, telephone number and email address, limited to the company data, of the contacts of the company.
- Age or other personal data are not relevant and will not be stored therefore.
- Source of information: Data provided by the customer by email, telephone, business card or letter. Data collected from publicly accessible sources of information such as the Internet or the FOCWA membership list.
- Baer does not disseminate these data and will not disclose them to others for inspection without the explicit consent of the person concerned.
- Where do we store these data?
 - EXCEL file containing customers and potential customers on computers of employees and on the server;
 - Email correspondence containing data in Outlook files (data provided by customer);
 - Hard copy of order-related data in physical folders.
- Baer does not have private customers and therefore does not keep any records of them. Contact details of private individuals who contact Baer are removed within 4 weeks.
- Within Baer who has access to personal data? The Board and employees who have access to a business PC. These are all password protected.

Supplier data

- Baer does not store any personal data. Baer only has the contact data to communicate with the supplier (i.e. the company). These data are limited to:
 - Name and address of supplier;
 - Name, telephone number and email address of the contact.
- Age or other personal data are not stored.
- Baer does not disseminate these data and will not disclose them to others for inspection without the explicit consent of the person concerned.
- Where do we store these data?
 - EXCEL file containing customers and potential customers on computers of employees and on the server;
 - Email correspondence containing data in Outlook files (data provided by customer);



- Hard copy of order-related data in folders.
- Who has access to the data?
The Board and employees who have access to a business PC. These are all password protected.

Rights of data subjects

- Right to information. The data subject will be informed if his or her personal data are changed.
- Right of access. The data subject has the right to know if and which of his/her data are being processed. They have the right to access these personal data. If requested, the data subject will be given access to the data (as well as a copy) including information regarding the processing purposes, categories of personal data and parties to which the data are provided.
- Right to rectification or correction. The data subject has the right to rectification of inaccurate personal data relating to him/her or to provide a supplementary statement where the processing is based on incomplete data.
- Right to be forgotten or data erasure. Should the data subject object to certain data in the following situations, they shall be deleted in consultation with the data subject:
 - If the personal data are no longer necessary for the purposes for which they were collected or processed;
 - If the data subject withdraws his or her previously given consent to the organisation using his/her data;
 - If the data subject objects to the processing;
 - If it becomes apparent that Baer has unlawfully processed personal data.
- Right to restriction of processing. The data subject has the right, in certain cases, to obtain a restriction of the processing. In that case, Baer shall stop the processing and modification of these data.
- Right to data portability. The data subject has the right to obtain Baer's personal data in a structured, commonly used and machine-readable format. It shall also make data transfer to another IT environment easy.

Data protection plan

- Baer uses limited personal data, however, measures are taken to protect these:
 - All personal data are stored in shared files that are only accessible via a secure server;
 - This server is monitored internally and externally;
 - The computers that have access to the server are password-protected;
 - The only type of data breach that can occur at Baer is hacking of its computers;
 - The computers only contain personal data that are required for drawing up, executing or terminating contracts.
- Actions taken in the event of a cyber attack:
 - Notify the Data Protection Authority (DPA);
 - Inform data subjects whose data have been affected;
 - Document data breach;
 - Rebuild and secure the digital infrastructure;
 - The documentation shall include the affected data, information regarding attacker and recovery process. This is carried out by the Board.

Legal

- Baer does not use data of the customer/supplier or employee other than for the performance of the sales, purchase, or employment contract.
- Baer does not send mailings or other commercial messages and processes personal data only for the purposes for which they were received.

Baer applies privacy by design

- Every company is obliged to pay attention to data protection, including Baer. When Baer develops new processes, products or services, Baer incorporates privacy protection into the design.



- Personal data other than for the performance of the contract are not relevant to Baer and are not documented, therefore.

Data Protection Officer

The responsible Data Protection Officer is the Managing Director of Baer.

Register of Processing Operations

Baer does not keep a register of processing operations because Baer BV is not required to do so.

Waalwijk 25-05-2018