

## FOR THE PROCESSING OF PERSONAL DATA

CIRC B.V. (we) believes that transparency and protecting privacy are too important for complicated legalese and pages of text that you'll never read.

### PRIVACY

That is why we're keeping it short and sweet, but we are required under privacy legislation to be clear on a number of specific issues. Among other things, we have to tell you what the 'legal grounds' and 'legitimate interest' are in using your data. We need information from you because of the contractual arrangements connecting you, the organisation that employs you and us.

#### This is the case for:

- Asking for quotations;
- Placing orders;
- Delivery and identification of transporters, customers and visitors;
- Returns of products and services;
- Payments;
- Informing you about developments in our range of products and services;
- Customer satisfaction surveys.

We may also have a legal obligation to use your information, e.g. if we suspect fraud. And in some cases you have given us permission to use your data yourself, such as when we receive visitors on our premises, when you leave a business card at an event or when you sign up for the newsletter. We keep proper records of this.

### COOKIES

**We make use of cookies on this website.** A cookie is a simple small file that is sent along with pages from this website and/or Flash applications stored by your browser on the hard drive of your computer. The stored information can be sent back to our servers on a new visit. With the help of a session cookie, we can see which parts of the website you have viewed during this visit. This allows us to adapt our service as much as possible to what interests you.

### DATA

**Who has access to your data?** We only share your data with other parties if this is actually necessary for our service. These parties are our service partners, construction contractors, distributors, suppliers, inspectors, transporters, payment parties, and marketing and communication service providers. If there are suspicious activities or situations, we are obligated to share customer information with government agencies. The parties with whom we share your data are only permitted to use it to provide a service on our behalf. Unless they themselves are responsible for obtaining and protecting your data. Some cookie

developers have access to the information that cookies collect on our website. ***We don't sell your data to third parties.***

**Where is your data stored?** We store your data in various databases. We always have strict security measures in place. Your data will only be stored in the European Union. In the exceptional event that customer data is transferred to countries outside the European Union, we will ensure that your privacy is adequately protected. This has been officially established for a number of countries. Some US parties have registered under the Privacy Shield, which provides adequate protection. Or we work with official model contracts that are specifically designed to safeguard your privacy.

**For how long do we retain your data?** We do not store or use your data for longer than is absolutely necessary. After that, we delete all the data we have about you. Or we use your anonymized data because we need certain data for internal analyses and reports, such as the value of your order. In concrete terms, this means if you have indicated that you wish to receive information about our range of products and services or their prices, a newsletter or personalised messages, we will retain this consent for a period of 5 years. If you decide at any time that you no longer wish to receive the newsletter or personalised messages, we will retain the withdrawal of your consent. We retain data that we use to prevent fraud in accordance with the period set by law.

**What are your rights?** There are a number of cases in which we need your data because of a relationship that we have with your employer. If you wish to access or rectify your personal data or object to our using your personal data for other than as we are required to under the contract with your employer or by law, you can contact us in the following ways:

- **M.Circ B.V. Goeman Borgesiuslaan 77, 3515 ET Utrecht, the Netherlands;**
- **T. +31 (0)85 130 68 89;**
- **E. [info@circ.energy](mailto:info@circ.energy).**

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