

# Collecting and using personal data from customers, suppliers and

## other contractors

Please note that we will collect and use the personal data you provide to us because this is necessary to perform any agreement with you.

collect and use because this is necessary to conclude and perform any agreement with you. to conclude and perform any agreement with you. This applies both to our (potential) customers and to parties

from whom we purchase business and/or services.

If you are a (potential) customer of ours, we will use your data to be able to send you a quotation, to be able to

to send you a quotation, to determine the specifications or wishes of a certain item or service, to deliver goods or carry out work for you, to invoice you and to invoice you and communicate with you smoothly and efficiently about the performance a

invoice you and communicate with you smoothly and efficiently about the performance aspects of the execution aspects of the agreement.

If you are a (potential) supplier or other contractor, your personal data are are also necessary for the conclusion and execution of the agreement. In the case of procurement, it is necessary to let you know what specifications or requirements a particular item or service should meet, to be able to send you a request for a quotation or place an order order from you, pay your invoices and communicate with you smoothly and efficiently on other aspects of the communicate with you about other aspects of the agreement.

You are not obliged to provide us with your personal data. If you do not or provide us with insufficient personal data, however, we may not be able to carry out the aforementioned activities.

## Passing on to third parties

In connection with the performance of any agreement with you, we may provide your personal data to parties who supply us with parts, materials and products to us or perform work on our behalf. Furthermore we use external server space for the storage of (parts of) our sales and purchase administration, of which your personal data form part. Your personal data are provided to our server space provider for this reason. Furthermore, we use Microsoft Office and its storage facilities for e-mails and other files. Because we use a newsletter mailing service, finally, your personal data will be passed on to the provider of this service

## **Retention period personal data**

If you requested a quote from us but did not become a customer with us, we will delete your data no later than one year after our last contact. Also if we received a quotation from you, but we have not become your customer, your personal data will be deleted no later than one year after our last contact. If you have customer with us or we with you, we will retain your personal data for the duration of seven years after the end of the financial year in which the agreement with you has been fully

has been fulfilled. The seven-year period corresponds to the period during which we are obliged to keep our records for the Tax Authorities. After the end of this period, we will delete your personal data.

### Your rights

You have the right to ask us to access your own personal data. If there is reason exists, you can also ask us to supplement your personal data or to amend inaccuracies. In addition, you have the right to ask for your personal data to be erasure or to restrict the use of your personal data. You can also object to us against the collection and use of your data or file a complaint with the Authority Personal Data Authority. Finally, you can request that we obtain your personal data or transfer those data to another party. To exercise your rights, please contact:



Cruising Home B.V. Koningsweg 27, 8861 KN Harlingen +31 (0)517 41 74 23 <u>www.cruising-home.com</u> <u>info@cruising-home.com</u>