

## Privacy Policy Rudico Group

The protection of your personal data is of utmost importance for the **Rudico Group**. In this Privacy Policy, we want to provide clear and transparent information on how we handle personal data.

The **Rudico Group** includes the operating companies Rudico, Felco and Pulse.

We do everything in our power to safeguard your privacy and therefore handle personal data with care. In all cases, **Rudico Group** complies with the applicable laws and regulations, including the General Data Protection Regulation. This means that we in any case:

- Process your personal data in accordance with the purpose for which they were provided, these purposes and type of personal data are described in this Privacy Policy;
- The processing of your personal data is limited to those data that are at least necessary for the purposes for which they are processed;
- Ask for your explicit consent if we need it for the processing of your personal data;
- Have appropriate technical and organizational measures in place to ensure the security of your personal data;
- Do not pass on personal data to other parties, unless this is necessary for carrying out the purposes for which they have been provided;
- Are aware of your rights concerning your personal data and want to inform you about them and respect them.

In the **Rudico Group**, we are responsible for the processing of your personal data. If, after reading our Privacy Policy, or more generally speaking, you have any questions or wish to contact us, you can do so using the contact details at the bottom of this page.

## Processing of Customer or supplier personal data

Personal data of customers or suppliers are processed by **Rudico Group** for the following purpose(s):

- Administrative purposes;
- Communication about an order and/or invitations;
- Performing or giving an order;

The provision of these personal data is based on:

- The agreed order;

For the above purpose(s), **Rudico Group** may request the following personal data from you:

- Company name;
- Function;
- First name;
- Initial;
- Surname prefix;
- Surname;
- (Business) phone number;
- (Business) E-mail address;
- Gender.

Your personal data will be stored by the **Rudico Group** for the aforementioned processing(s) for the period:

- For the term of the agreement and afterwards only in the financial administration for a maximum of 7 years.

## Processing of personal data of Newsletter subscribers

Personal data of Newsletter subscribers are processed by **Rudico Group** for the following purpose(s):

- Informing the person about news;

The provision of these personal data is based on:

- Registering the Newsletter form;

For the above purpose(s), **Rudico Group** may request the following personal data from you:

- Company name
- Function
- First name;
- Initial letter;
- Surname prefix;
- Surname;
- (Business) E-mail address;
- Gender.

Your personal data will be stored by the **Rudico Group** for the aforementioned processing(s) for the period::

- During the period in which you are registered.
- You can unsubscribe at any time through the newsletter

## **Processing of personal data of prospective, stakeholder/lobby contacts and/or interested parties**

Personal data of prospective, stakeholder/lobby contacts and/or interested parties are processed by **Rudico Group** for the following purpose(s):

- Provision of information in the form of newsletters and/or targeted contacts.

The provision of these personal data is based on:

- Oral consent, issue of a business card and/or through a link on LinkedIn or the application form for a download on the website.

For the above purpose(s), **Rudico Group** may request the following personal data from you:

- Company name
- Function
- First name;
- Surname prefix;
- Surname;
- Phone number;
- (Business) E-mail address.

Your personal data will be stored by the **Rudico Group** for the aforementioned processing(s) for the period::

- During the period that you are seen as a prospect, stakeholder/lobby contact and/or interested party.

## **Processing of personal data of applicants**

Personal data of applicants are processed by **Rudico Group** for the following purpose(s):

- Selection procedure for recruitment of new employees within the **Rudico Group**;
- Filling an open vacancy

The provision of these personal data is based on:

- Authorization of the person involved

For the above purpose(s), **Rudico Group** may request the following personal data from you:

- First name;
- Initial;
- Surname prefix;
- Surname;

- Date of birth
- Phone number;
- E-mail address;
- Gender.
- Work history
- Education

Your personal data will be stored by the **Rudico Group** for the aforementioned processing(s) for the period:

After the application procedure, data will be stored for a maximum of 4 weeks. Or with the applicant's consent up to a maximum of 1 year.

## **Processing of personal data of Visitors**

Personal data of visitors are processed by the **Rudico Group** for the following purpose(s):

- Ensuring security by registering attendance

The provision of these personal data is based on:

- Being able to guarantee visitors' safety

For the above purpose(s), **Rudico Group** may request the following personal data from you:

- Company name
- First name;
- Initial letter;
- Surname prefix;
- Surname;

Your personal data will be stored by the **Rudico Group** for the aforementioned processing(s) for the period::

- The day of the visit
- 1 month to be able to identify attendees for source and contact research in the event of a pandemic

## **Processing of personal data of Employees**

Personal data of Employees are processed by **Rudico Group** for the following purpose(s):

- Execution of the employment contract.
- Internal identification within the organisation

The provision of these personal data is based on:

- The employment contract
- Fiscal legislation

For the above purpose(s), **Rudico Group** may request the following personal data from you:

- First name;
- Surname prefix;
- Surname;
- Phone number;
- Photograph
- E-mail address;
- Date of birth;
- Salary information;
- Copy of ID;
- BSN number (social security number);
- Bank details
- Information in case of emergency
- Partner data (in case of pension)

Your personal data will be stored by the **Rudico Group** for the aforementioned processing(s) for the period::

- During the administrative period for a maximum of 7 years.

## **Provision to third parties**

We may disclose the information you provide to us to third parties, if this is necessary for the purposes described above.

For example, we will use a third party for:

- the processing of salaries;
- administrative and statistical purposes;
- the processing of sickness reports;
- insurance
- Transport companies

We do not pass on personal data to other parties with whom we have not concluded a processing agreement or appropriate arrangements with regard to the processing of personal data. We will of course make the necessary arrangements with these parties (processors) to guarantee the security of your personal data. Furthermore, we will not pass on the data provided by you to other parties, unless this is required and permitted by law. An example of this is that the police request (personal) data from us in relation to an investigation. In this case we have to cooperate and are obliged to provide this information. We may also share personal data with third parties if you give us written permission to do so.

## Within the EU

We do not disclose personal data to parties located outside the EU, provided that the transfer of personal data to a country outside the EU is necessary to safeguard a vital interest of the data subject.

## Minors

We only process personal data of minors (persons under 16 years of age) if written consent has been given by the parent, guardian or legal representative.

## Storage period

**Rudico Group** does not retain personal data longer than is necessary for the purpose for which it was provided or is required by law. You have the right to have your data deleted by us at any time

## Security

We have taken appropriate technical and organisational measures to protect your personal data against unlawful processing, such as the following:

- All persons who may access your data on behalf of **Rudico Group** are bound by confidentiality.
- We maintain a personal user name and password policy on all our systems;
- The data and personal data are stored encrypted in the cloud.
- We make backups of the personal data in order to be able to recover them in the event of physical or technical incidents;
- We regularly test and assess our measures;
- Our employees are informed about the importance of protecting personal data.

## Use of cookies and similar techniques

The **Rudico Group** only uses functional and analytical cookies that do not infringe your privacy. The cookies we use are necessary for the technical operation of the website and for your ease of use. They ensure that the website works properly and remember, for example, your preferred settings. They also enable us to optimise our website. You can unsubscribe from cookies by setting your internet browser in such a way that it no longer stores cookies. In addition, you can also delete all information previously stored with your browser's settings.

## Rights concerning your data

You have the right to inspect, rectify or remove the personal data we have received from you. You can also object to the processing of your personal data (or part thereof) by us or one of our processors. You also have the right to have the data that you provided to us transferred by us to yourself, or on your instructions directly to another party. We may ask you to identify yourself before we can respond to the aforementioned requests.

If we are allowed to process your personal data based on your consent, you always have the right to revoke this consent.

## Changes to this privacy policy

We reserve the right to make changes to this privacy policy. It is recommended that you consult this privacy policy regularly so that you are aware of any changes.

## Complaints

Should you have a complaint about the processing of your personal data, please contact us directly. If we are unable to resolve the matter with you, we will of course find this very bothersome. You always have the right to lodge a complaint with the Personal Data Protection Authority, which is the data protection supervisory authority.



## **Questions**

If you have any questions or comments regarding our Privacy Statement please contact us!

## **Contact details**

Rudico Group  
Kind att. of [pz@rudico.nl](mailto:pz@rudico.nl)  
Coldenhovenseweg 85  
6961 EC Eerbeek