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Subject: SARC Privacy statement

Bussum, 25 May 2018

## Introduction

You are reading the privacy statement of Scheepsbouwkundig Advies en RekenCentrum (SARC) B.V. Here we explain what personal data we use and why. We think that it is very important that we handle personal data carefully, and this is why we process and protect these data carefully.

If you wish to contact us about this privacy statement, please contact us via the following contact details:

Address: Brinklaan 109 A11, 1404 GA Bussum, the Netherlands  
Chamber of Commerce reference number: 32060262  
Telephone: +31 (0)85 0409040  
Website: <https://www.sarc.nl>  
Email: [privacy@sarc.nl](mailto:privacy@sarc.nl)

## Personal data that we process

By using our services and website, certain information is left with us. That may include personal data. We do not always process all the data detailed below; it depends on which services and functions you want to use. For example, we process CVs, motivation letters and level of education only when someone applies for a job with us.

Below is an overview of the personal data that we process:

- First and last name
- Company details
- CV
- Gender
- Date of birth
- Place of birth
- Address
- Phone number
- E-mail address
- IBAN
- Level of education

## For what purpose and on what basis do we process personal data?

We process your personal data (depending on the services and functions used) for the following purposes:

- To communicate with you by means of, for example, our newsletter, e-mail or telephone
- To issue a quotation (on request)
- To process job applications
- To send invoices
- To send quotations
- To be able to answer questions or to handle complaints via e-mail, post, social media or by telephone.
- To improve our website (in which case, these data are used anonymously)

## Automated decision-making

We do not make decisions based on automated processing on matters that can have (significant) consequences for the people concerned. These are decisions taken by computer programs or systems, without a person (for example an employee of SARC) being involved in making that decision.

## How long do we store personal data?

We do not store data longer than necessary. This means that we keep data for as long as necessary in order to provide the requested service or when we have received your permission for this. Data that we have to keep longer because the law obliges us to do so is the exception to this.

## How do we protect personal data?

SARC takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you are under the impression that your data is not properly secured or there are indications of abuse, please contact us at [privacy@sarc.nl](mailto:privacy@sarc.nl).

## Sharing personal data with third parties

SARC does not sell your personal data to third parties and only provides it if this is necessary for the execution of our contractual agreement with you or to comply with a legal obligation. With companies that process your data in relation to our contractual agreement, we sign a processor's agreement to ensure the same level of security and confidentiality of your data.

On our website we have links to various social media channels and it is also possible that we have links to other websites from our website. Read the privacy statements of these channels and websites to know how they deal with privacy.

## Cookies, or similar techniques, that we use

In addition to technical and functional cookies, we use only analytical cookies that do not infringe your privacy on our website. A cookie is a small text file that is stored on your computer, tablet or smartphone when you first visit a website. The cookies we use are necessary for the technical operation of the website and your ease of use. They ensure that the website works properly as well as remembering, for example, your personal preferences. In this way, we can also optimize our website. You can decide not to accept cookies by adjusting your internet browser so that it does not accept and store cookies. In addition, you can also delete all information previously saved via the settings of your browser.

## Viewing, modifying or deleting data

You have the right to view, correct or delete your personal data. In addition, you have the right to withdraw your consent to the data processing, or to object to the processing of your personal data, by SARC. You also have the right to data portability. This means that you can request that we send the personal information we have, in a computer file to you or another organisation nominated by you.

You can send a request for access, correction, deletion, data transfer of your personal data, request for withdrawal of your consent, or objection to the processing of your personal data, to [privacy@sarc.nl](mailto:privacy@sarc.nl).

To ensure that the request for access has been made by you, we ask you to send a copy of your ID with the request. This copy (in black) should include passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and fiscal or social security number. This is to protect your privacy. We will respond to your request as soon as possible.

We would also like to point out that you have the opportunity to file a complaint with the national supervisory authority, the Dutch Data Protection Authority. This can be done via the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>