

## Privacy statement

Last update: November 9<sup>th</sup>, 2020

This document is the privacy statement of QMOSS B.V. (also referred to as “QMOSS” or “we”).

QMOSS’s address: Bredasebaan 14, 4744 RZ Bosschenhoofd, Netherlands.

Trade register number of QMOSS: 59471662.

QMOSS attaches great importance to the protection of privacy, and processes the personal data obtained in compliance with the European GDPR guidelines.

In this privacy statement we describe how and what personal data is processed, how we can guarantee your privacy and what rights you have.

This privacy statement consists the following components:

1. QMOSS general policy around privacy
2. When do we collect your personal data and how do we get it?
3. Why QMOSS needs your personal data
4. Overview of the personal data we process
5. Applications
6. How long is your personal data saved by us?
7. With whom does QMOSS share your personal data?
8. Website visits and the use of Cookies
9. Google Analytics
10. Social media
11. Access to, modification and deletion of personal information
12. Security
13. What if QMOSS policy around privacy changes?

### 1. QMOSS general policy around privacy

\* QMOSS respects the privacy of all website-visitors (<https://www.qmoss.eu>), and of its (potential) customers and relationships. We will not sell, rent out or use your information for any purpose other than stated in this privacy statement.

\* QMOSS puts security and confidentiality of your personal data first and handles it with the necessary care.

\* QMOSS only shares your data with parties that it engages with for the delivery of its services and with parties with whom it must share data because of a legal obligation.

### 2. When do we collect your personal data and how do we get it?

QMOSS processes your personal data when you:

\* use or might want to make use of our services;

\* fill in your data or leave it at our location, at an exhibition, or through other popular channels such as e-mail, the website or by telephone;

- \* visit our website;
- \* have a business relationship with us;
- \* apply for a job at QMOSS

Most of the information we collect is supplied by yourself. The sort of data we collect depends on the specific service we deliver. In certain cases, we can extract the data from our database so that you have to submit your data only once.

The details of your company are taken from the database platform of the Chamber of Commerce and/or other data platforms and this data is completed automatically. In addition, we purchase data from the Chamber of Commerce or other providers of data platforms in order to check creditworthiness and to acquire new customers.

### 3. Why QMOSS needs your personal data

QMOSS processes your personal data for the following purposes:

- \* Handling your payment
- \* Carrying out our projects
- \* Distribute our newsletter and/or advertising brochures
- \* To deliver goods and services to you
- \* To order goods and services from you
- \* To be able to contact you, if necessary, in order to be able to optimally deliver our services
- \* Job application procedures
- \* To optimize our general services

### 4. Overview of the personal data we process

The overview of the personal data we process on various occasions:

- \* First and last name
- \* Sex
- \* Company name
- \* Function
- \* Address data
- \* Phone number

- \* E-mail address
- \* Any other information you provide to us

Other information is optional and is provided voluntarily. This information is not needed to start a business relation with QMOSS or maintain such a relation.

## 5. Applications

Applicants provide us with personal information during the job application process. QMOSS collects and processes data from applicants (required data and optional data) directly or through forms and/or attached resumes via the vacancies page of our website. We also collect and process data from applicants through intermediaries, personal contacts, telephone calls and/or e-mail.

If you apply at QMOSS, the data you provide is processed, including:

- \* Name and address details;
- \* E-mail address, telephone number and other contact details;
- \* Data of birth / age;
- \* Sex;
- \* Curriculum vitae (CV), information about training, internships and work experience;
- \* Information about training and education that you have followed yourself;
- \* Data about availability;
- \* Other information that may be important in the assessment of the suitability of the candidate, for example references and certificates, nationality and work permit;
- \* Other information that you have provided to us.

The applicant declares to agree with the further processing of the personal data within QMOSS by accepting our privacy statement.

## 6. How long is your personal data saved by us?

QMOSS does not store your personal data longer than strictly necessary to realize the goals for which your data is collected. What does that mean?

- \* As for customer data;

Your personal data will be stored for as long as you remain a customer of QMOSS. If you end the customer relationship, QMOSS will retain your data for a maximum of one year except for the data for which there is a legal obligation.

- \* As for supplier data;

Your personal data will be stored for the duration of our business relationship, for as long as you are our contact person for the supplier, and as long as we are obliged to do so by law.

\* As for applicant data;

Your data as an applicant will be retained for a maximum of one month after completing an application procedure, unless you have given permission to us to keep these for longer. Your data will then be deleted after one year at the latest.

#### 7. With whom does QMOSS share your personal data?

In order to guarantee an optimal pre- and aftersales service we share your data with Eutronix B.V. Read the privacy statement of QMOSS on the website <https://www.eutronix.nl> to see how they deal with the information obtained.

QMOSS does not sell your personal data to third parties and we only provide data to third parties if this is necessary for the execution of our agreement with you or to comply with a legal obligation.

#### 8. Website visit and use of Cookies

QMOSS will only use technical and functional cookies and analytical cookies on its website that do not infringe on your privacy. 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, and they remember, for example, your preferences. This allows us to optimize our website. You can opt out of cookies by setting your internet browser so that it does not store cookies anymore. In addition, you can also delete all information previously saved via your browser settings.

We also place references and customer cases on our website. The personal information contained therein has been placed with the express prior consent of the data subjects. If someone wants to have his or her testimonies changed or removed, they can contact us via [info@qmoss.eu](mailto:info@qmoss.eu).

#### 9. Google Analytics

We use Google Analytics to keep track of how users use our website. The information obtained, including the address of your computer (IP address), is transferred to and stored by Google on servers in the United States.

Read Google's privacy statement for more information, as well as the specific privacy policy of Google Analytics.

Google uses this information to keep track of how our website is used with the purpose of providing us with reports about the website. Google may provide this information to third parties if Google is legally obliged to do so, or insofar as these third parties process the information on behalf of Google. We have no influence on this process.

#### 10. Social media

QMOSS makes use of the social networks Facebook, Twitter, LinkedIn and YouTube. The links on our website and on documents to these sites are realized by code supplied by these companies themselves. This code places a cookie (see above). Read the privacy statements of Facebook, Twitter, LinkedIn and YouTube (which can change regularly) to see what they do with your personal data that they process with this code.

## 11. Access to, modification and deletion of personal information

As described in the General Data Protection Regulation (GDPR), you have several rights pertaining to access to, modification of, and deletion of personal information. At your request, we will perform said actions free of charge and within 30 days. You have the following rights regarding your personal data:

### \* Right of access

You can submit a request to view the personal data we hold about you. Send your request to [info@qmoss.eu](mailto:info@qmoss.eu) using the email address that is known to us. This allows us to verify your identity.

### \* Right to rectification

You can submit a request for us to change the personal data we have about you. Send your request to [info@qmoss.eu](mailto:info@qmoss.eu) using the email address that is known to us. This allows us to verify your identity.

### \* Right to data change ("Right to forgetfulness")

You can submit a request for us to delete the personal data that we have from you. Send your request to [info@qmoss.eu](mailto:info@qmoss.eu) using the email address that is known to us. This allows us to verify your identity. Please note: it is possible that we cannot (fully) comply with your request, for example due to legal provisions.

### \* Right to limit the processing

You can submit a request for us to limit the personal data we have about you in terms of processing time. Send your request to [info@qmoss.eu](mailto:info@qmoss.eu) using the email address that is known to us. This allows us to verify your identity.

### \* Right of objection

You can object to the use and processing of your personal data. Send your request to [info@qmoss.eu](mailto:info@qmoss.eu) using the email address that is known to us. This allows us to verify your identity. You can also make your objection known to the Dutch Data Protection Authority (<https://autoriteitpersoonsgegevens.nl>).

## 12. Security

QMOSS takes the procedure of securing your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you have the impression that your data is not properly secured or there are indications of abuse, please contact us at [info@qmoss.eu](mailto:info@qmoss.eu).

## 13. What if QMOSS policy around privacy changes?

The rules surrounding the protection of personal data and our services may change. We therefore reserve the right to make changes to this privacy statement. The most current privacy statement can always be found at <https://www.qmoss.eu>. This statement was last modified on the 9th of November 2020.