

## General terms and conditions of the Gjaltema Group - Privacy Addendum

The Privacy Addendum is an integral part of the general terms and conditions of the Gjaltema Group, hereinafter Gjaltema, and applies to all transactions and in all legal relationships between Gjaltema and customers and/or clients.

The general terms and conditions have been filed at the Chambers of Commerce of the northern and the southwestern Netherlands and can be consulted online and/or downloaded via Gjaltema's website ([www.gjaltema.eu/algemene-voorwaarden](http://www.gjaltema.eu/algemene-voorwaarden)). If desired, the general terms and conditions will be sent by mail free of charge.

1.1 Gjaltema operates in accord with the General Data Protection Regulation (GDPR) and records only the personal data it requires for processing.

1.2 Before the client issues an order, Gjaltema processes only the personal data that is necessary to issue an offer.

1.3. Gjaltema ensures that its staff are fully informed about and remain GDPR compliant with respect to working method. In addition, Gjaltema exercises strict confidentiality and has included fines in contracts with staff who work with personal data.

1.4 Gjaltema takes the appropriate technical measures and keeps them up to date in order to adequately protect personal data.

1.5 Gjaltema checks if third parties it employs are GDPR compliant and, if necessary, provides extra safeguards to ensure the security of personal data.

1.6 Gjaltema does not share personal data with foreign parties, unless it is legally obligated to do so or the customer explicitly grants permission to carry out a commission in a foreign country.

1.7 The customer can exercise his rights under the GDPR via the Rights of Data Subjects form. Gjaltema strives to process each request within 4 weeks.

1.8 If personal data are lost, despite all diligence by Gjaltema or are accessed by unauthorised people (data leak), Gjaltema will inform the customer as quickly as possible or in any case within the agreed upon time.

1.9 Gjaltema will make every effort to minimise the damage of such a data leak and to rectify the damage as much as possible.

1.10 Upon demand, Gjaltema will provide support for the customer when a data leak is reported to the Dutch Data Protection Authority and possibly to those affected.

1.11 A data leak does not relieve a customer of his obligations pursuant to the agreement with Gjaltema, unless the customer can prove or demonstrate Gjaltema is guilty of serious misconduct or gross negligence.

1.12 Gjaltema saves personal data no longer than is necessary to carry out its activities, unless the customer grants permission for a longer time to save the data or Gjaltema is constrained by legal provisions to retain the data for a longer period.