

## Privacy statement Buro Food QA

### Introduction

This statement applies to all products and services provided by Buro Food QA.

Buro Food QA, with its registered office at Heemraadserf 15, 3991 KA, Houten, is responsible for the processing of personal data as mentioned in this privacy statement.

### Personal data we process

Buro Food QA processes your personal data because you use our services and/or because you have provided it to us. Data which Buro Food QA may need from you or is necessary with regard to the objectives as listed below and that Buro Food QA in any case and at least processes include:

- Initials and surname
- Date of birth
- Company name
- Address details (consisting of street name, house number and ZIP code)
- Telephone number (mobile or fixed line)
- E-mail address
- Bank details

### Does Buro Food QA also process special personal data?

Special personal data concerns sensitive data, for example about your health or a criminal record, ethnical data or data concerning race. Buro Food QA does not process special personal data.

### Why we need data

As soon as you have entered into an agreement with Buro Food QA, we want to be of service to you in the best possible way. We will therefore use your data for the following objectives:

- To call or e-mail you if the performance of our services requires it.
- To inform you about changes in our services and products.
- In order to deliver products and services to you.
- If we are legally obliged thereto, like data we need for our tax declaration.
- Billing for our services and products.
- Data can also be used for promotional or marketing purposes that relate to the type of services provision by Buro Food QA.

We can solely use your data for any other objective than originally intended, if both objectives are closely related.

### Which rules apply to the processing of personal data?

In the processing of personal data, Buro Food QA is bound by applicable laws and legislation and keeps up to date with relevant developments. In this meaning Buro Food QA retains the right to change the privacy statement in order to link the text to the latest state of affairs, as mentioned at the end of the privacy statement.

### How long do we save data?

Buro Food QA will save your data no longer than strictly necessary and in order to put into practice the objectives for which your data was collected.

### Sharing with others/provision of data to third parties

Buro Food QA does not sell your data to third parties and only provides it when absolutely necessary to perform our agreement with you or if it complies with a legal obligation. We enter into agreements with processing agents to ensure a similar level of security and confidentiality of your data.

### Record of website visits (public section)

Buro Food QA only uses technical and functional cookies. A cookie is a tiny text file that is saved on your computer, tablet or smartphone when you visit our websites for the first time. The cookies we use are necessary for the technical processing of the websites and for your ease of use. They ensure that the websites function properly and remember your configuration preferences. You are able to deregister cookies by configuring your internet browser in such a way that cookies are no longer saved. In addition, you can delete all information that was earlier saved by changing your browser settings.

### View, change or delete data

Naturally, you always have the possibility to view, correct or delete all personal data known to Buro Food QA .

Hereto you can send a specified request to [info@burofoodqa.com](mailto:info@burofoodqa.com).

### Security

Buro Food QA places great store to the security and protection of your personal data. Buro Food QA has installed fitting technical and organisational measures to secure your personal data and protect it against loss, change, abuse or any (other) form of wrongful processing. Each person, who has access to personal data at [Company name] and/or processes it, is obliged to non-disclosure of this data, in as far as applicable laws and legislation do not stipulate differently. In case [Company name] uses third parties, [Company name] will set up agreements in relation to the necessary security measures within the scope of the protection of personal data. If the impression exists that your personal data is insufficiently protected, or indications of abuse are present, please contact Buro Food QA through an e-mail to [info@burofoodqa.com](mailto:info@burofoodqa.com).

### Your rights with regard to privacy

When you request a viewing, correction, placement or deletion of your personal data, Buro Food QA will inform you within five days. You can submit this request through an e-mail to [info@burofoodqa.com](mailto:info@burofoodqa.com).

### Questions

For questions or remarks about the processing of your personal data and this Privacy Statement, you can contact us through an e-mail to [info@burofoodqa.com](mailto:info@burofoodqa.com).

**This privacy statement was drawn up on July 25, 2018.**