

PRIVACY POLICY

DEFINITIONS

Personal Data

This type of data refers to a living individual who can be identified from those data (or from other information either in our possession or likely to come into our possession).

Usage Data

This type of data is collected automatically, either generated by the use of our website (for example, the duration of a page visit).

Cookies

Cookies are small pieces of data (.txt) stored on a User's device. Analytical cookies are for commercial and statistical purposes, used for our website.

Data Controller

The Data Controller is a person who (either alone or jointly or in common with other persons) determines the purposes for and the manner in which any personal data are processed. For the purpose of this Policy, we are a Data Controller of your data.

Data Subject

Data Subject is any living individual who is the subject of Personal Data.

User

The User is the individual using our services. The User corresponds to the Data Subject, who is the subject of Personal Data.

INFORMATION COLLECTION AND USE

We collect several different types of information for various purposes to provide and improve our services to you.

Personal Data Collected

Personally identifiable information may include, but is not limited to:

- Email address
- First name and last name
- Phone number
- If you apply for a job at our company, we will also ask for a motivation letter and a curriculum vitae.

We do not use profiling techniques or technology to automate decision making in conflict with privacy laws.

Usage Data Collected

We may also collect information that your browser sends whenever you visit our website by or through a mobile device (“Usage Data”).

This Usage Data may include information such as your computer’s IP address, browser type, browser version, the pages of our website that you visit, the time and date of your visit, the time spent on those pages, unique device identifiers and other diagnostic data.

Cookies Data – Website

We use non-functional cookies to track the activity on our Website via Google Analytics and hold information such as described above, under “Usage Data”.

On your first visit to our website we have already informed you about these cookies and asked permission for their placement.

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 the settings of your browser.

For an explanation, please see:

English –

<https://support.google.com/accounts/answer/61416?co=GENIE.Platform%3DDesktop&hl=en>

Dutch –

<https://veiliginternetten.nl/themes/situatie/cookies-wat-zijn-het-en-wat-doe-ik-ermee/>

USE OF DATA

ARPO BV uses the collected data for various purposes such as:

- To provide and maintain our services
- To notify you about changes
- To allow participation in interactive features when you choose to do so
- To provide customer support
- To gather valuable information used to improve our services
- To determine which areas, based on usage, development provides most value-add
- To detect, prevent and address technical issues
- To provide you with news, special offers and general information about other goods, services and events which we offer that are similar to those that you have already purchased or enquired about unless you have opted not to receive such information.

RETENTION OF DATA

ARPO BV will retain your Personal Data only for as long as is necessary for the purposes set out in this Privacy Policy. We will retain and use your Personal Data to the extent necessary to comply with our legal obligations (for example, if we are required to retain your data to

comply with applicable laws), resolve disputes, and enforce our legal agreements and policies.

Usage Data is generally retained for a shorter period of time, except when this data is used to strengthen the security or to improve the functionality of our services, or we are legally obligated to retain this data for longer time periods.

Information related to job applications will be deleted within 4 weeks after finalizing the application process when you have not been granted the job. Otherwise it will be retained with your personnel file, as part of your personnel information and file.

Some data from your personnel file is subject to a fiscal retention obligation. This means that the Tax Authorities require your employer to keep this information for a certain period of time. Examples of this are your income tax declaration and a copy of your identity document. This must be retained by your employer for 5 years after you have left the company. Other data from your personnel file will have a retention period of 2 years after you have left.

TRANSFER OF DATA

Your information, including Personal Data, will not be transferred to any other server than ours. Only our spam filter is being host at Nelis – IT services in The Netherlands. That means that only spam will be transferred to a server other than ours. Incoming and outgoing email with its Personal data remain on our server.

DISCLOSURE OF DATA

Under certain circumstances, ARPO BV may be required to disclose your Personal Data if required to do so by law or in response to valid requests by public authorities (e.g. a court or a government agency). We may disclose your Personal Data in good faith that such action is necessary;

- To comply with a legal obligation
- To protect against legal liability

SECURITY OF DATA

The security of your data is important to us, but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your Personal Data, we cannot guarantee its absolute security. ARPO BV will not be held responsible for loss of data.

YOUR RIGHTS

ARPO BV aims to take reasonable steps to allow you to correct, amend, delete, or limit the use of your Personal Data. You can update your Personal Data by contacting us at info@arpobv.nl to make the required changes.

In most circumstances, you have the right to:

- To view and/or receive a copy of the Personal Data we hold about you
- To rectify any Personal Data held about you that is inaccurate
- To request the deletion of Personal Data held about you
- To request to restrict processing
- Please note that we may ask you to verify your identity before responding to such requests. Upon such requests the picture and personal identity number or social security number (BSN number) needs to be obscured.

LINKS TO OTHER SITES

Some content on our website may contain links to other sites that are not operated by us. If you click on a third party link, like a cargo carrier's track and trace website, you will be directed to that third party's site. We strongly advise you to review the Privacy Policy of every site you visit.

We have no control over and assume no responsibility for the content, privacy policies or practices of any third party sites or services.

CHILDREN'S PRIVACY

We do not address anyone under the age of 16 ("Children"). So we do not knowingly collect personally identifiable information from anyone under the age of 16. If you are a parent or guardian and you are aware that your children have provided us with Personal Data, please contact us. If we become aware that we have collected Personal Data from children without verification of parental consent, we take steps to remove that information from our servers.

CONTACT US

If you have any questions about this Privacy Policy or to exercise your Privacy rights as described in this policy, please contact us by email: info@arpobv.nl

COMPLAINTS

If you feel ARPO BV not comply to your wishes in line with GDPR, and is not able or willing to resolve the issues you encounter in that respect, you can file a complaint with the Dutch Data Protection Authority.

The contact details of the Dutch Data Protection Authority is obtainable via below link:

<https://autoriteitpersoonsgegevens.nl/en/contact-dutch-dpa/contact-us>