

PRIVACY POLICY

Identity of the company

IGS BV (IGS GeboJagama)

Registered in the Chamber of Commerce under number: 06079149

Contact details

We are located at ESP 430 in Eindhoven.

We are available from Monday to Friday between 08:00 and 12:00 and between 12:30 and 16:30 local time via the following telephone number: +31 (0)402647500

We may have different opening hours with public holidays or during holiday period. We communicate changes in opening hours via our website or social media.

Personal data

Personal data are all data with which persons can be individually identified.

We have taken measures to collect as little personal data as possible.

General

IGS GeboJagama attaches great value to the protection of your personal data. In this Privacy Policy we want to provide clear and transparent information about how we handle personal data.

We make every effort to ensure your privacy and therefore handle personal data with care. IGS GeboJagama complies in all cases with applicable laws and regulations, including the General Data Protection Regulation. This implies that we at least:

- Process your personal data in accordance with the purpose for which they were provided. These goals and type of personal data are described in this Privacy Policy;
- Limit processing your personal data to only those data that are minimally required for the purpose for which they are processed;
- Ask for your express consent if we need it for the processing of your personal data;
- Have taken appropriate technical and organizational measures to ensure the security of your personal data;
- Transmit no personal data to other parties, unless this is necessary for the purposes for which they were provided;
- Are aware of your rights regarding your personal data, to point this out and to respect them.

As IGS GeboJagama we are responsible for the processing of your personal data. If you have any questions about this after reading our Privacy Policy, you can contact us via the contact details at the bottom of this document.

Google Analytics

We use Google Analytics to collect visitor information. This means that we gain insight into all visitors to our website. We use this as a tool see if certain actions work and what the peak moments of, for example, orders are.

We have anonymised all IP addresses that we collect through Google Analytics. This means that we do not forward your full IP address to Google Analytics. Because of this we do not have a specific insight in your location.

Opt-out for Google Analytics

If you prefer to block the Analytics script completely, you can download an opt-out plug-in for Google Analytics here: <https://tools.google.com/dlpage/gaoptout>. With this plugin your visit no longer counts in the statistics of all websites using Google Analytics.

Statistics on the server

No statistics are kept on our server. We have eliminated this in consultation with the hosting party.

Our hosting party still keeps track of (limited) IP addresses of visitors. These IP addresses are not directly accessible via a website. Our hosting party does this in the perspective of security. If an attack takes place, it

is essential for our hosting party to be able to trace the attacker. This is only possible on the basis of an IP address.

Mapping website visit

We only use analytical cookies that do not infringe your privacy and technical and functional cookies. A cookie is a small text file that is stored on your computer, tablet or smartphone when you first visit this 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 remember, for example, your preferences. We can also optimize our website with this. If you want to know more about our cookies, look [here](#). 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.

Processing of personal data of customers or suppliers

Personal data of customers or suppliers are processed by IGS GeboJagama for the following objective(s):

- Administrative purposes;
- Communication about the assignment and / or invitations;
- Implementing or issuing an assignment.

The basis for this personal information is:

- The agreed assignment;

For the purpose(s) above, IGS GeboJagama can request the following personal data from you:

- First Name;
- Insertion;
- Last name;
- Company / employer;
- Function / profession;
- Gender;
- (Business) Address;
- (Business) Phone number
- (Business) Email address;

Your personal details are stored by IGS GeboJagama for the above mentioned processing(s) for the period:

- During the term of the agreement and thereafter only in the financial administration for a maximum of 7 years.

Processing personal details of prospect, stakeholder / lobby contact and / or interested party

Personal data of the prospect, stakeholder and / or interested party are processed by IGS GeboJagama for the following objective(s):

- Communication in the form of newsletters and / or targeted contacts.

The basis for this personal information is:

- Oral permission, issuing a business card, via link on social media.

For the purpose(s) above, IGS GeboJagama can request the following personal data from you:

- First Name;
- Insertion;
- Last name;
- Company / Employer;
- Function / profession;
- Gender;
- (Business) Address;
- (Business) Telephone number;
- (Business) Email address;

Your personal details are stored by IGS GeboJagama for the above mentioned processing(s) for the period:

- During the period that one is seen as a prospect, stakeholder / lobby contacts and / or interested party.

Provision to third parties

We may provide the information you give to us to third parties if this is necessary for the execution of the above described purposes.

For example, we use a third party for:

- Taking care of the (financial) administration;
- Taking care of newsletters and invitations;
- ICT service provider.

We never pass on personal data to other parties with whom we have not agreed a processor agreement. With these parties (processors), we of course make the necessary arrangements to ensure the security of your personal data. Furthermore, we will not pass on the information provided by you to other parties, unless this is legally required and permitted. An example of this is that the police request us (personal) data in the context of an investigation. In such case we must cooperate and are therefore obliged to provide this information. We may also share personal data with third parties if you give us permission to do so in writing.

Within the EU

We do not provide personal data to parties which are located outside the EU.

Minors

We only process personal data of minors (persons under 16 years of age) if written permission has been given by the parent, caregiver or legal representative.

Storage period

IGS GeboJagama does not store personal data longer than necessary for the purpose for which it was provided or required by law.

Security

We have taken appropriate technical and organizational measures to protect your personal data against unlawful processing, for example we have taken the following measures;

- All persons who can take note of your data on behalf of IGS GeboJagama are obliged to maintain their confidentiality;
- We use a username and password policy on all our systems;
- We pseudonymise and ensure the encryption of personal data if there is reason to do so;
- We back up the personal data in order to be able to recover it in the event of physical or technical incidents;
- We regularly test and evaluate our measures;
- Our employees have been informed about the importance of the protection of personal data.

Rights concerning your data

You have the right to inspect, rectify or delete the personal data we have received from you. You can also object to the processing of your personal data (or a part thereof) by us or by one of our processors. You also have the right to have the data provided by you to be transferred by us to yourself or by order of you directly to another party. We can ask you to identify you before we can comply with the aforementioned requests.

May we process your personal data on the basis of a permission given by you, you will always have the right to withdraw this consent.

Complaints

If you have a complaint about the processing of your personal data, we ask you to contact us directly and we will do our best to get to an agreement with you. You always have the right to file a complaint with the Dutch Data Protection Authority, this is the supervisory authority in the field of privacy protection.

Questions

If you have any questions or comments about our Privacy Policy please contact us! We can be contacted by telephone on the following number: +31 (0) 402647500 and by e-mail via info@igsgebojagama.nl

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