



## Privacy Policy

Gemvision attaches a great deal of importance to the protection of your personal data. In this Privacy Policy, we want to provide clear and transparent information about how we handle your personal data. We make every effort to protect your privacy and therefore handle personal data with great care. Gemvision adheres to all applicable laws and regulations, including the General Data Protection Regulation. This means that we:

- Process your personal data in accordance with the purpose for which it was provided. These purposes and the types of personal data are described in this Privacy Policy
- Process your personal data in a limited fashion using only the minimum personal data required for the purposes for which it is processed
- Ask for your express consent if we need it to process your personal data
- Take appropriate technical and organisational measures to protect the security of your personal data
- Do not pass personal data on to third parties unless this is necessary for performing the purposes for which the data was provided
- Are up to date with your rights regarding your personal data, we inform you of them and we respect them.

As Gemvision, we are responsible for the processing of your personal data. If, having read our Privacy Policy (or just generally), you have questions about this or would like to contact us, please do so using the details at the bottom of this document.

Our Privacy Statement covers Gemvision and the Gemvision website

Our Privacy Statement applies to the use of personal data by Gemvision B.V. and the Gemvision. This Privacy Statement is part of our website.

## Cookie Statement

Gemvision uses cookies on its websites  
Gemvision uses cookies on all website(s) it manages. A cookie is a file that is stored on your computer, tablet or phone. With the help of a cookie we can, for example, make it easier for you to use the site, test the quality of our website, show you targeted ads from our campaigns or make it possible to share a web page via social media.

We use functional, analytical and advertising cookies on our website(s). Below is explained per category what they contain and what we use this information for:

Functional cookies are used to optimize the operation of our website. For example, they are used for the correct functioning of forms on our website(s).

Analytical cookies are used by Gemvision to test and optimize the quality and effectiveness of the website(s).

Advertising cookies make it possible to show you certain advertisements for our campaigns.

Social media cookies make useful extras possible. These include, for example, a Google Maps map with interactive directions, the 'like' button of Facebook or the possibility to share something via Twitter. Because of these cookies, the website you are viewing 'knows' whether you are logged in to Google, Facebook or Twitter.

How long will the cookies stay on my computer, tablet or phone?

Functional cookies are deleted after your visit to our website(s). Analytical and advertising cookies are not automatically deleted. You can delete them yourself.

## Processing Personal Data relating to Customers or Suppliers

Customers or suppliers' personal data is processed by Gemvision for the following purpose(s):

- Administrative purposes
- Communication about the assignment and/or solicitation
- The implementation or allocation of an assignment.

The basis for this personal data is:

- The agreed assignment.

Gemvision may request the following personal data from you for the above purpose(s):

- First name
- Tussenvoegsel (infix i.e. 'de' or 'van')
- Surname
- (work) Telephone number
- (work) E-mail address
- Invoice information(VAT-number, invoice address, etc.)

Your personal data will be stored by Gemvision for the aforementioned processing for the following period of time:

- During the term of the agreement and for a maximum of 7 years thereafter (for the purpose of financial administration alone).

## Processing Employees' Personal Data

Employees' personal data is processed by Gemvision for the following purpose(s):

- Fulfilling the employment contract.

The basis for this personal data is:

- The employment contract.

Gemvision may request the following personal data from you for the above purpose(s):

- First name
- Tussenvoegsel (infix i.e. 'de' or 'van')
- Surname
- Telephone number
- E-mail address
- Date of birth
- Salary details
- Copy of ID

- Social Security (BSN) number
- Bank account details.

Your personal data will be stored by Gemvision for the aforementioned processing for the following period of time:

- During the contract period and then for a maximum of 7 years thereafter (for the purpose of financial administration alone).

## Processing Personal Data relating to Prospects, Stakeholders/Lobbyist Contacts and/or Interested Parties

Personal data relating to prospects, stakeholders/lobbyist contacts and/or interested parties is processed by Gemvision for the following purpose(s):

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

The basis for this personal data is:

- Oral permission, business cards and/or via a link on LinkedIn/Facebook

Gemvision may request the following personal data from you for the above purpose(s):

- First name
- Tussenvoegsel (infix i.e. 'de' or 'van')
- Surname
- Telephone number
- E-mail address.

Your personal data will be stored by Gemvision for the aforementioned processing for the following period of time:

- During the period of time that one is considered a prospect, stakeholder/lobbyist contact and/or interested party.

## Processing Users' Personal Data

Users' personal data is processed by Gemvision for the following purpose(s):

- Administrative purposes
- Communication about, from and through the application
- Use of the application on smart devices or the helpdesk.

The basis for this personal data is:

- The online registration procedure.

Gemvision may request the following personal data from you for the above purpose(s):

- Business name
- Username
- Password
- User's name
- User's role
- Telephone number
- E-mail address
- Postcode and house number (street name and location are automatically retrieved)

Your personal data will be stored by Gemvision for the aforementioned processing for the following period of time:

- During the term of the agreement and for a maximum of 7 years thereafter (for the purpose of financial administration alone).



### Provision to Third Parties

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

For example, we use a third party for:

- Performing the (financial) administration.

We never disclose personal data to third parties with whom we have not entered into a processor agreement. With these parties (processors), we, of course, implement the necessary arrangements to protect the security of your personal data. Furthermore, we will not disclose the information provided by you to other parties unless this is legally required and permitted. An example of this is if the police request (personal) data from us in the context of an investigation. In these cases, we are obliged to cooperate and therefore required 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 European Union

We do not provide personal data to third parties located outside the European Union.

### Minors

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

### Retention Period

Gemvision stores personal data for the minimum period necessary to achieve the purpose for which it was provided, or for the period that is required by law.

### Protection

We have taken appropriate technical and organisational measures to protect your personal data against unlawful processing. In this context, we have, for example, taken the following measures:

- All individuals who might become aware of your data on behalf of Gemvision are obliged to maintain confidentiality.
- We use a username and password policy on all our systems
- We pseudonymise and ensure the encryption of personal data if there is good reason to do so
- We make back-ups of personal data in order to be able to recover it in case of physical or technical incidents
- We test and evaluate our measures regularly
- Our employees have been apprised of the importance of the protection of personal data.

### Rights Concerning your Data

You have the right to access, rectify or erase the personal data we have obtained 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 us transfer the data you provided us with either back to you or directly to another party on your behalf. We may ask you to identify yourself before we can comply with these requests.

If we are processing your personal data on the basis of consent 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. It is a shame if we are unable to work things out between us. 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 in the Netherlands.

### EXIT Policy

The stored data mentioned in the data analysis is stored in a database on a Heroku/NextPertise server. This data can be accessed, edited and deleted by Gemvision-authorized employees.

Should one of the parties exit, the following step-by-step plan will take effect:

1. Users' smart devices user accounts and helpdesk will be blocked and removed from the database.
2. The database with photos, screenshots and snapshots will be wiped and deleted, removing both the database and the content.
3. Backup data, offline files and test data on all systems which contain some of the data named in the data analysis will be removed from the system.

### Questions

If you have any questions or comments about our Privacy Statement, feel free to contact us!

### Contact Details

Gemvision  
Puntegalstraat 85  
3024 EB Rotterdam  
The Netherlands  
+31(0)85 0074 165  
info@gemvision.io