

Further information regarding the use of personal data and your rights

WHO IS RESPONSIBLE FOR THE PROCESSING OF MY PERSONAL DATA?

Ploum, having its registered office at Rotterdam at (3011 TA) Blaak 28, the Netherlands, is responsible for the processing of your personal data.

WHO CAN I CONTACT IF I HAVE QUESTIONS REGARDING THE USE OF MY PERSONAL DATA?

For questions you may contact our communication department at: communicatie@ploum.nl.

WHAT ABOUT THE USE OF MY DATA BY THIRD PARTIES?

- Ploum has made agreements with all parties to whom it provides your personal data, to ensure that there are sufficient safeguards for the careful processing of your personal data, in accordance with the law, the internal privacy policy of Ploum and this Privacy Notice.
- If we provide third parties access to your data, we only do so if we are certain that the third party uses the data in a way and for a purpose that is related to the purpose for which the data were obtained, and only in accordance with this Ploum Privacy Notice. In addition, the confidentiality and security measures required by law are always applicable to prevent your personal data becoming known to other third parties.
- If we are **obliged to transfer your personal data** to comply with a legal obligation, we will always try to protect your right to privacy as much as possible.
- If the data are transferred outside the European Union, for example, because a data center or our supplier is located there, such transfer shall always be subject to the conditions set out by the applicable personal data protection laws, for example by means of a contract to which the EU Model Clauses apply.
- For more information regarding this supplier, please contact us at: communicatie@ploum.nl.

HOW DO WE PROTECT YOUR PERSONAL DATA?

- We will take all reasonable, appropriate security measures to protect the personal data of our visitors and participants against unauthorized access or alteration, disclosure or destruction. We comply with the applicable security standards.
- If despite the security measures, there is a security incident that may affect your privacy, we will inform you as soon as possible with regard to the incident. We will inform you with respect to the measures we have taken to limit the impact and prevent recurrence in the future.

YOUR RIGHTS REGARDING THE PROCESSING OF YOUR PERSONAL DATA (AND HOW TO EXERCISE THEM)

You have the following rights regarding the processing of your personal data by Ploum:

- The right to **object** to the use of your personal data, for example, if you believe that the use of your personal data is not necessary for the performance of our activities or compliance with a legal obligation.
- The right to **access** your personal data. This means that you can request which personal data are registered and the purposes for which such personal data are used.
- The right to have your personal data **corrected** (if we have processed your personal data incorrectly). You can also ask us to **limit** the processing of your personal data, also for the time necessary to assess your requests or objections.
- The right to have your personal data **deleted** from our systems.
- The right to have your personal data **transferred** to a third party.
- We will comply with your requests unless we have a compelling, legitimate interest not to delete the data, which outweighs your privacy interest. If we have deleted the data, for technical reasons it is not possible to immediately remove all copies of the data from our systems and backup systems. We may refuse to comply with the aforementioned requests if

these are made unreasonably frequent, if it takes unreasonably strenuous technical efforts to comply or if it has unreasonably strenuous technical consequences for our systems, or the privacy of others are at risk.

- You may exercise these rights by sending a letter (by mail or by email), with your name, address, telephone number and a copy of a valid ID to Ploum at communicatie@ploum.nl. Please make any social security number on the ID unreadable before sending it to Ploum. Please clearly mention which right you invoke and the reasons for it. We will reply within one month after receipt of your request.
- You may also file a complaint regarding the use of your personal data with the Supervisory Authority (e.g. <https://autoriteitpersoonsgegevens.nl/nl/zelf-doen/privacyrechten/klacht-over-gebruik-persoonsgegevens?qa=klacht>).

DO YOU PLACE COOKIES IF I VISIT YOUR WEBSITE?

General visitor data are kept on our website, such as the most frequented pages. The purpose for this is to optimize the layout of the website. The data can also be used to offer more specific information. No personal data will be sent / recorded through the internet without your consent.

The website of Ploum uses cookies. Cookies are simple text files which contain information, and are placed on your computer, tablet or smartphone by your browser. The website instructs the browser with which the website is visited (for instance Internet Explorer or Google Chrome) to place these cookies. A cookie contains no identifying information and is only used to make the Ploum website more accessible for you. It is possible to disable cookies. This can be done via the settings in the menu of your browser (for instance Internet Explorer or Google Chrome). Most parts of our website will then remain readable.

Ploum uses three types of cookies:

- Functional cookies

The functional cookies are used to make the website more user friendly, by registering the behavior of the visitor on the website and saving certain preferences.

- Analytic cookies

The analytic cookies are used for creating statistics on the use of the website. Ploum uses Google Analytics. For more information, please read the privacy policy of Google Analytics.

- Social media cookies

Via the social media cookies Ploum offers the possibility to share the information on this website via social media buttons. These cookies are placed by third parties. For more information, please see the privacy statements of [LinkedIn](#), [Twitter](#) or [Facebook](#). This information changes from time to time, Ploum cannot influence this.

Ploum does not place tracking cookies on the website itself, but if you use social media cookies, third parties can place them.

DO YOU USE MY DATA FOR SENDING NEWSLETTERS?

- We use contact information from our clients for sending service mails and sending commercial information, such as newsletters and invitations to events. You can always opt out for the emails with commercial information, or set your preferences by using the unsubscribe option which is included in each message, or by sending an email to: communicatie@ploum.nl. We use your contact details up to three years after closing of the file that we have handled for you.

- Only if you have given permission in advance, we use contact information from other clients than our clients for sending commercial information, such as newsletters and invitations to events. You can always withdraw your consent by using the unsubscribe option included in each message or by sending an email to: communicatie@ploum.nl. We will ask your permission to use your contact details again after three years.