

Privacy statement customer and supplier administration

Collecting and using personal details from customers, suppliers and other contractors

We would like to draw your attention to the fact that we will only collect and use the personal details that you provide to us if this is necessary in order to conclude and implement any contracts we have with you. This also applies to (potential) customers and parties from whom we buy products and/or services.

If you are a (potential) customer, we will use your details to send a quote, decide which specifications or requirements should apply to your product/service, provide you with work or products, invoice you and ensure communication with you on the implementation aspects of the contract runs smoothly and efficiently.

If you are a (potential) supplier or other contractor, your personal details are required in order to conclude and execute the contract. For purchasing, this is necessary in order to let you know the specifications or requirements for a product or service, send a quote request or place an order, pay your invoices and ensure communication with you on the other aspects of the contract runs smoothly and efficiently.

You are not obliged to provide your personal details. If you provide incomplete personal details however, we may not be able to implement the aforementioned work.

Transfer to third parties

In relation to the execution of a contract with you, we may have to provide your personal details to parties that supply parts, materials and products to us or carry out work on our behalf. We also use external server space to store (some of) our sales and purchasing administration, which includes your personal details. Your personal details will be transferred to the provider of our server space, for this reason. We also use Microsoft Office and the corresponding storage methods for emails and other files.

Direct marketing

If we have obtained your consent, we will store and use your personal details to personally inform you of existing and new products and services and also notify you of offers in the future. Every time that we send you advertising, you will have the option to let us know that you would like to stop receiving marketing communication.

Retention period personal details

If you have asked us for a quote, but did not subsequently become a customer, we will delete your details, at most, one year after our last contact. Also, if we received a quote from you but did not subsequently become your customer, we will delete your personal details, at most, one year after our last contact. If you became our customer or we became your customer, we will retain your personal details for a period of seven years after the end of the accounting year in which the contract with you was completed. This period of seven years corresponds with the period during which we are obliged to retain our administrative details for the Tax Department. At the end of this period, we will delete your personal details.

Your rights

You have the right to ask us to review your personal details. If you wish to do so, you may also ask us to supplement your personal details or change any inaccuracies. You also have the right to ask for your personal details to be deleted or the use thereof to be limited. You can also object to the collection and use of your data or submit a complaint to the Personal Data Authority. Finally, you may also ask us to obtain your personal details from or transfer them to another body. In order to exercise your rights, please contact:

Repak
Phileas Foggstraat 20a
7821 AK EMMEN
Telephone number 0591 668010
email address: avg@repak.nl

You may also contact us with any questions or to request more information about the collection and use of your personal details.

The latest version of the General Data Protection Regulation shall always apply to this statement.

Emmen, 25 May 2018