

PRIVACY STATEMENT

1. Introduction

Labori International B.V. (hereafter “we” or “Labori”) values and respects the privacy of all website users. We will collect and process your Personal Data carefully and always in accordance with applicable rules and regulations.

This privacy statement describes how we (as a Data Controller) use your Personal Data in our business. We collect, use, disclose and otherwise process Personal Data that is necessary for the purposes identified in this privacy statement or as permitted by law.

In this privacy statement we use a number of terms that have a specific meaning under applicable privacy rules (such as “Personal Data” or “Data Controller”). Chapter 4 of this privacy statement contains an overview of these defined terms.

Labori may change this privacy statement from time to time by replacing it on the website.

Please do not hesitate to contact us in case you have any questions in relation to the processing of Personal Data by Labori:

Name: Labori International B.V.
E-mail: info@labori.nl
Telephone: +31 (0) 76 587 0635
Regular mail: Minervum 7475, 4817 ZP BREDA

2. What do we do with your Personal Data?

What is Personal Data?

Personal Data means any information relating to an identified or identifiable natural person, such as a name, address, email addresses and emails, video and voice recordings, or a copy of a passport but also financial data or copies of email and contracts, provided that such information relates to a natural person.

Which Personal Data do we collect and process about you?

We may collect and process the following Personal Data about you:

- (a) **Information that you provide to us** ► Personal Data that you provide to us, e.g. when you request information through our website;
- b) **Correspondence** ► when you contact us, we may store our correspondence with you (e.g. through email); and
- (c) **Information regarding your use of our website** ► information and statistics that apply to your use of our website that we receive by using Google Analytics.

What legal basis do we have for processing your Personal Data?

Labori is deemed the Data Controller. This means that Labori determines how your Personal Data is being processed.

Labori only processes your Personal Data for legitimate purposes. In addition, the use of your Personal Data will be justified on the basis of one or more legal “processing grounds” that are provided for in the GDPR.

The table set out below contains an explanation of the scope of the various legal processing grounds for processing of Personal Data on which Labori relies:

Contract performance: where your Personal Data is necessary to enter into a contract with you or for the preparation of a contract.
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Legal obligation: where we need to use your Personal Data to comply with our legal obligations under EU law.

Legitimate interests: where we use your Personal Data to achieve a legitimate interest and our reasons for using it outweigh any prejudice to your data protection rights.

Consent: where you have explicitly consented to our use of your Personal Data (you will have been presented with a consent form in relation to any such use and you may withdraw your consent at any time by giving notice to us).

Why we collect your Personal Data and justification of uses

This section specifies the purpose for which Labori uses the various categories of Personal Data it collects from you:

- (a) **For communication** ► when you ask us for information, we will process your Personal Data to respond to your request.

- **Use justification:** contract performance, consent.
- (b) **To improve the security and user comfort of our website** ► we may process your Personal Data (such as information about your use of our website) to improve the security and functioning of our website.
- **Use justification:** legitimate interests (to enable us to improve and secure our website).

What type of cookies do we use?

A cookie is a small text file that is sent to a browser through the server of a website. The browser then stores the file on your device (e.g. your computer or mobile phone). Your device receives a unique code, through which our website is able to recognise your device.

We use cookies to improve your website experience. Furthermore, cookies enable the website to function properly, allow you to visit our website and allow us to track errors on our website.

You can always delete or deactivate cookies through your browser settings. In this case, no cookies will be stored when you visit our website. Without the use of cookies, the website performance may be affected. We use the following cookies:

- (a) **Functional cookies** ► these cookies are necessary to enable the website to operate. Without these cookies, it is, for example, impossible to use our website; and
- (b) **Google Analytics** ► we use Google Analytics to assess the quality and efficiency of our website. This enables us to assess how our website is being used and how the website can be improved. We have a data processing agreement in place with Google. Therefore, Google is unable to view the data collected through cookies and will not use this data for its own purposes. We do not use Google Analytics to create profiles of our users or otherwise track people.

Where do we keep your Personal Data?

We hold your Personal Data on servers in the Netherlands. We have engaged some IT service providers that process your Personal Data as Data Processors on the basis of our instructions. We also have engaged other service providers that may process your Personal Data. These parties will only process Personal Data on the basis of data processing agreements and will not share your Personal Data without our explicit consent. All Data Processor are obligated to implement appropriate technical and organizations measures to secure your Personal Data.

Please contact us if you would like to receive more information in relation to the safeguards we apply in relation to your Personal Data.

How does Labori protect my Personal Data?

Labori has implemented appropriate technical and organisational measures to secure the processing of Personal Data. These safeguards will vary depending on, among others, the sensitivity and quantity of the Personal Data, and include measures designed to keep Personal Data protected from unauthorized access. We restrict access to Personal Data to personnel and third parties that require access to such information for legitimate, relevant business purposes.

All our staff members, contractors and third parties who will have access to Personal Data on Labori's instructions will be bound to confidentiality and we use access controls to limit access to individuals that require such access for the performance of their responsibilities and tasks.

Do we share your Personal Data?

Labori has engaged various Data Processors for the processing of your Personal Data on our behalf, including IT service providers and other business service providers. We may also share your Personal Data with other third parties as described in the “*Why we collect your Personal Data and justifications of use?*” section set out above. Labori does not transfer Personal Data outside of the EEA.

Where Labori discloses Personal Data in response to requests from regulators and law enforcement or security agencies, these regulators and law enforcement or security agencies will be acting as a Data Controller. Labori will always assess the legitimacy of such requests before disclosing any Personal Data and only disclose the data required to comply with the request.

How long do we keep your Personal Data for?

We keep records of your data for no longer than is necessary for the purpose for which we obtained them and any other permitted linked purposes.

3. What are your rights?

Under the GDPR, you have certain rights in relation to your Personal Data. Please contact us should you wish to exercise any of the rights below. More generally, any questions regarding our privacy statement can be directed to us.

Please be aware that certain exceptions apply to the exercise of these rights and so you may not be able to exercise these in all situations (please see below):

- (a) **Subject Access:** You have a right to be provided with access to any Personal Data held about you by Labori.
- (b) **Rectification:** You can ask us to have inaccurate Personal Data corrected.
- (c) **Erasure:** You can ask us to erase Personal Data in certain circumstances and we will take reasonable steps to inform other Data Controllers that are processing the Personal Data that you have requested the erasure of any links to, copies or replication of it.
- (d) **Restriction:** You can require certain Personal Data to be marked as restricted whilst complaints are resolved and also restrict processing in certain other circumstances.
- (e) **Portability:** You can ask us to transmit the Personal Data that you have provided to us and we still hold about you to a third party electronically insofar as permitted under the GDPR.
- (f) **Raise a complaint:** You can raise a complaint about our processing with the Dutch Data Protection Authority (*Autoriteit Persoonsgegevens*).

In addition, under certain conditions, you have the right to:

- where processing is based on consent, withdraw the consent; and
- object to any processing of Personal Data that Labori justifies on the “legitimate interests” legal ground, unless our reasons for undertaking that processing outweigh any prejudice to your privacy rights.

These rights are subject to certain exemptions, including safeguarding the public interest and our interests (e.g., the maintenance of legal privilege). We will respond to most request within one month.

4. Some legal terms

Under the applicable privacy legislation (including, but not limited to, the GDPR), the below terms have a defined meaning as set out in the table below:

Data Controller	The legal person, administrative body or any other entity which, alone or in conjunction with others, determines the purpose of and means for processing of Personal Data
Data Processor	The person or body which processes Personal Data on behalf of the Data Controller, without being subject to the Data Controller's direct control
GDPR	The European General Data Protection Regulation, EU 2016/679. The GDPR is affective since 25 May 2018
Personal Data	Any information relating to an identified or identifiable natural person (e.g. a person whose identity can be established reasonably without disproportionate effort by means of name, address and date of birth). By way of example but not limitation, video and voice recording is also Personal Data if the video images or the voice recording are identifiable to a natural person. If financial data (such as bank statements) relate to an identifiable natural person, such information is considered Personal Data
Processing of Personal Data	Any operation or any set of operations concerning Personal Data, including in any case the collection, recording, organisation, storage, updating or modification, retrieval, consultation, use, dissemination by means of transmission, distribution or making available in any other form, merging, linking, as well as blocking, erasure or destruction of Personal Data