



PRIVACY POLICY VIVENICS HOLDING BV

REF. VIV-2018-POL-001



PRIVACY POLICY

This privacy policy is applicable for Vivenics Holding BV and its affiliated companies (hereinafter “VIVENICS”):

- **Vivenics Holding BV**
- **Vivenics Consultancy BV**
- **VIP Services BV**

The purpose of this Policy is to clarify to all VIVENICS’s stakeholders, including employees, customers, suppliers and service providers, that VIVENICS is committed to ensure that personal data are controlled and processed only for the intended purposes and in accordance with the General Data Protection Regulation (“GDPR”).

VIVENICS WEBSITE

We may use the personal data we collect from your visit to our website in the administration of the website, to improve the website’s usability, and for marketing purposes.

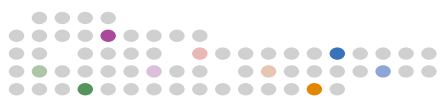
We use cookies on our website, which may be stored by your browser on your computer’s hard drive. We may use the information we obtain from the cookie in the administration of our website, to improve the website’s usability.

Our website contains links to websites of third parties. However, we’re not responsible for how these third parties govern personal data. Please read the privacy policy on the third party’s website.

WHY DO WE PROCESS PERSONAL DATA?

VIVENICS is committed to process personal data necessary for its business processes, and we do this in compliance with applicable laws. We process your data for the following purposes:

- To service your request for information;
- To provide the services, products and/or information as requested;
- To send you information or a message related to a service;
- To recruit an employee or ask additional information about an applicant;
- To comply with applicable laws, and for accounting audits;



PRIVACY POLICY

THE BASIS FOR PROCESSING PERSONAL DATA

VIVENICS can not provide the services properly without processing certain personal data. These personal data are never a goal for us, but always a means to provide these services in the best possible way. Our personal data processing is always based on the following legislative basis:

- We have permission from you;
- Processing is required to meet a contractual agreement;
- Processing is required to meet a legal obligation;
- Processing is required for business purposes (like human resources management).

WHICH PERSONAL DATA DO WE PROCESS?

VIVENICS processes the following personal data:

- First and last name;
- Address;
- Contact data like e-mail address;
- Bank account;
- Other personal data provided by you.

HOW LONG DO WE KEEP YOUR PERSONAL DATA?

We keep your personal data not longer than required for the purpose of collecting the data. Financial and fiscal data is standard kept for seven years, in line with the fiscal requirements.

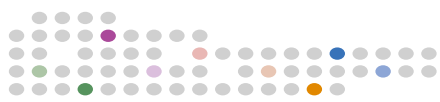
SHARING PERSONAL DATA WITH THIRD PARTIES

Your personal data will not be shared with a third party without your consent, unless to meet a contractual agreement or if required by law. This can be the case when we need subcontractors or third party consultants to provide the service. Your personal data will not be shared with third parties outside the EU without your explicit consent.

SECURITY OF YOUR PERSONAL DATA

We will take precautions to prevent the loss, misuse or alteration of your personal information. Our security precautions include but are not limited to encryption of data, internal policies setting our data security approach and training employees on these measures.

We will store the personal information you provide on secure computers.



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YOUR RIGHTS WITH RESPECT TO THE USE OF YOUR PERSONAL DATA

You may object against the use of your personal data, e.g. when you think that the use of your personal data is not required for our business purposes or a legal obligation. Other rights that you have:

- The right to ask for a copy of personal data that we hold about you (the right of access);
- The right (in certain circumstances) to request that we delete personal data held on you; where we no longer have any legal reason to retain it (the right of erasure or to be forgotten);
- The right to ask us to update and correct any out-of-date or incorrect personal data that we hold about you (the right of rectification);
- The right to opt out of any marketing communications that we may send you and to object to us using / holding your personal data if we have no legitimate reasons to do so (the right to object);
- The right (in certain circumstances) to ask us to 'restrict processing of data'; which means that we would need to secure and retain the data for your benefit but not otherwise use it (the right to restrict processing); and
- The right (in certain circumstances) to ask us to supply you with some of the personal data we hold about you in a structured machine-readable format and/or to provide a copy of the data in such a format to another organisation (the right to data portability).

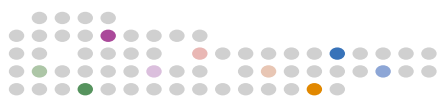
You can claim your right by sending the [data subject request form](#) to our post or email address. We will confirm receipt within 4 days, and respond to your request within a month, or sooner if possible.

POLICY AMENDMENTS

VIVENICS reserves the right to change this policy at any time and without prior notice to you. Your continued use of the website following the posting of changes to these terms will mean you accept those changes. VIVENICS will take reasonable measures to notify you if there is a material change in our privacy practices with respect to use of the information you have provided to VIVENICS. VIVENICS will conspicuously post these changes in our Privacy Statement. VIVENICS also will post a message on the homepage of its website that states that the Privacy Policy has been changed, and will provide a link to the Privacy Policy.

CONTACT

If you have any questions about this privacy policy or our treatment of your personal data, please write to us by email to info@vivenics.com or by post to Vivenics, PO Box 228, 5340 AE Oss, The Netherlands, or via telephone at +31 88 8483 100.



**HOW CAN WE HELP YOU,
ON THE WAY TO LAB INFORMATION
EXCELLENCE?**

ADDRESS

Kloosterstraat 9
5349 AB Oss
The Netherlands

PO Box 228
5340 AE, Oss
The Netherlands

CONTACT

☎ +31 88 8483 100
@ info@vivenics.com
🌐 www.vivenics.com

