

Privacy statement

At Heilig Group we are aware how important the protection of your personal data is. Therefore, we make every effort to process your personal data in a responsible manner, in accordance with applicable data protection legislation. This applies to all countries in which Heilig Group is active.

This privacy statement describes how we in general deal with the personal data collected, used and exchanged by us from individuals, clients, and subcontractors as well as from other organizations with which Heilig Group has or is considering a business relationship.

This privacy statement is supplemented by our cookie statements, in which you will find information about the use of cookies on our websites:

- www.heiligmixers.com/en/cookie-statement/
- www.geurtsheatexchangers.com/en/cookie-statement/
- www.heilig-group.com/en/cookie-statement/

Processing manager

Heilig Group and subsidiaries of Heilig Group are responsible for the processing of your personal data. Within our group N.M. Heilig Staff and Services B.V. has been appointed as the main responsible party, because most of the personal data is processed centrally from here.

Processing personal data and purposes

There may be several reasons why we process your personal data, such as:

- **For the use and optimisation of our website or for marketing purposes**

Your personal data is processed through the use of tracking cookies on our website.

For marketing purposes, we use the Lead Forensics tool.

For more information see our separate cookie statements.

- **Using the contact form on our website**

By using the contact form on our website you leave personal data behind because you want more information about the products and services we provide, or because you have another question. When you fill in the contact form on our website, we will ask you for your e-mail address and name. We collect this personal information so that we can contact you. The justified interest of this processing is that without these personal data we cannot meet your request to contact you. This may include information about a customer satisfaction survey. We store such information in order to improve our service.

- **In the event of a request for information (other than via the contact form on the website) and contact with our (potential) customers and subcontractors**

If you contact us by telephone or e-mail, you leave personal data behind because, for example, you want more information about the products or services we provide, or you want to enter into an agreement with us, or you have a question about a current agreement, or because you have another question. For this purpose, we collect information that we need to fulfill your request and to contact you. For example, we record your name and contact details, as well as information about your request, your agreement with us and the execution, delivery and invoicing of your order. This may include information about a customer satisfaction survey. We store such information for administrative purposes, to improve our service, to safeguard our rights in connection with our relationship with you.

- **For administration purposes**

Because Heilig Group consists of a group of companies and the staff departments are centralized in N.M. Heilig Staff and Services B.V. we can exchange information about you with our other companies in the Netherlands, France, Germany, Poland and Slovakia and visa versa. We do this in accordance with this privacy statement. Of course, we only grant access to personal data to the extent that this is necessary to achieve the purpose of the exchange of personal data (because it is necessary to share this information). The justified interest for the exchange of these data is the central administration within Heilig Group.

- **For the implementation of an agreement**

In case we are doing business with customers, Heilig Group can also exchange your personal data with certain customers or government institutions, where this is necessary and appropriate. For example when you are a subcontractor. It is customary for Heilig Group to demand appropriate protection of personal data in such transactions. The justified interest for the exchange of personal data is to be able to conclude an agreement with a (potential) customer. However, the exchange of personal data will only take place with your permission, or based on an agreement with you.

- **For our recruitment and selection process**

Heilig Group processes personal data that may be relevant to the recruitment and selection procedure. We have obtained this data from you through the application form on our website or by e-mail. The data processed in any case are your name, telephone number and e-mail address. In addition, the data of the CV provided by you will also be processed, such as your address, education (training, courses) and employment history (former employers, references, etc.).

We will only process your personal data if we have a legal basis for this. We have a legitimate interest in processing these personal data, without which we cannot assess whether you are suitable for the job. We collect this personal data in order to carry out the recruitment and selection process. If, after a positive outcome of the recruitment and selection process, you join us, we will process your data on a different basis. A separate privacy statement with detailed information about your data processing will be provided to you when you are employed by us.

We will delete all personal data immediately four weeks after the selection process is terminated, unless we have received your consent allowing us to retain the data you have provided to us for up to 1 year. You may withdraw your consent at any time. To do so, please contact HR at hr@heilig-group.com.

- **For safety**

We have cameras in and around our premises for the protection and safety of people and property. It is therefore possible that a recording will be made of you.

The recordings are only kept for a short period of time. These recordings will be overwritten as soon as the disk of the camera is full.

Access to the camera images is limited to the people in our ICT department. Your personal data will only be used and shared with third parties if this is allowed by law, for example in case of theft.

Storage period

For the processing of personal data, if no legal retention period applies, we will not retain your personal data longer than necessary. The data you provide us with will be kept as long as necessary for the execution of the agreement, for the handling of your question or for administrative purposes.

Third parties

We will not disclose your information to third parties unless required to do so by law or with your consent. Think, for example, of data that we have been asked to provide for a tender procedure.

Security of your personal data

We believe it is important to handle your personal data with care. Therefore, we have implemented appropriate technical and organizational security measures to protect your personal data against loss or any form of unlawful processing, such as:

- a. setting up automated procedures to keep applications and system software up to date;
- b. installing antivirus and antimalware software where possible and implementing policies to prevent or mitigate damage caused by cryptolockers.

Rights

Based on current privacy legislation you have, under circumstances, the following rights:

- the right to be “forgotten”
- the right of access to your personal data (right of inspection)
- the right to modify your personal data (the right of rectification and addition)
- the right to have less data processed (the right to limit processing)
- the right to object to the use of your personal data

the right to submit a complaint with the General Data Protection Regulation.
The names and contact details of data protection authorities in the European Union can be found at: https://ec.europa.eu/justice/article-29/structure/data-protection-authorities/index_en.htm

If you would like to make use of this as an applicant, you can contact HR via hr@heilig-group.com, and if you are a customer with marketing via marketing@heilig-group.com.

Contact details

Questions about this privacy statement can be sent by e-mail to legal@heilig-group.com.

N.M. Heilig Staff and Services B.V.

Newtonstraat 17
1704 SB Heerhugowaard
T: [+31 \(0\) 72 571 66 88](tel:+3120725716688)
Company ID: 65856406

We update our statement regularly. The most current version can always be found on our website.