

## Privacy statement

S10 Group (S10), established at the 's-Gravendamseweg 5, 2215 TB Voorhout, the Netherlands, is responsible for the processing of personal data as shown in this privacy statement.

## Contact information for privacy-related questions

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## Overview of personal data that we process

S10 processes personal data when its services are used or products are purchased. For this data has been provided to or collected by us. The personal data we process are:

- ✿ Company name
- ✿ Name and address details of the contact person(s)
- ✿ E-mail address
- ✿ Telephone number
- ✿ Job description

## Basis on which we process personal data

S10 processes personal data on the basis of the following principles:

- ✿ Consent of the data subject
- ✿ Execution of an agreement
- ✿ Legal requirements

This includes drawing up agreements, creating invoices, organising and executing assignments, complying with legal requirements which includes the retention of data for authorities such as the tax and customs administration.

## **Sharing of personal data with third parties**

Company data and related (contact) information is shared with consortium partners if this is necessary for the execution of an agreement.

If, for certain assignments, personal data has to be processed by consortium partners of S10, processor agreements in those situations will be concluded with S10 as the responsible party and a sub-processor agreement with the executing consortium partner. In these situations, this will be clearly indicated in advance and stated in the agreement. In order to guarantee privacy as much as possible, the personal data required for the execution of these assignments will be exchanged directly between the client and the consortium partner.

Invoices and thus also personal data will be offered to the accountant for audit technical activities.

Except for the above, personal data will never be shared with third parties.

## **Receiving personal data from third parties**

We conclude processor agreements with companies for which S10 itself processes personal data.

## **Automated decision-making**

S10 does not make decisions based on automated processing on matters that can have (significant) consequences for people. S10 does make use of automated marketing platforms.

## Cookies, or comparable techniques

S10 uses analytical cookies. This service is used to obtain information about the quality and effectiveness of our information provision and marketing campaigns. This service makes no or only minor invasion of privacy. If the internet browser is set to not store cookies, this will not affect the functionality of our website/landing page.

## Retention of personal data

S10 does not store personal data for a longer period than is strictly necessary to achieve the purposes for which personal data is collected or for being compliant with the legal terms. We use the following retention periods for the following (categories) of personal data:

### Category

Company name

Contact person first and last name

Address data

Telephone number

Mail address

Invoices

### Retention period

As long as the company is a customer / is in the acquisition phase \*)

As long as the company is a customer / is in the acquisition phase \*)

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7 years

acquisition phase \*)

This is the phase in which a company actively approached S10 or S10 approached a company and showed interest in our services. The communication could have taken place by phone, social media, email or by automated marketing campaigns. A concrete call-back appointment has been made, information has been sent, a video conference was scheduled, a demo has been given, a proof of concept has taken place, a quotation has been issued or other agreements been made. This phase is difficult to define as there are many factors that influence decisions for next steps.

### **View, modify or delete data**

You have the right to view, correct or delete your personal data. You have the right at any time to withdraw your consent to the data processing or to object to the processing of your personal data by S10. You also have the right to data portability: you can submit a request for the personal data that we hold about you to be sent to you in a computer file. If you want us to forward this information to an organisation mentioned by you, you must submit this request in writing. Before we share this information, we will perform an additional verification procedure.

### **Securing personal data**

S10 takes the protection of personal data seriously and takes appropriate measures to prevent misuse, loss, unauthorised access, unwanted disclosure and unauthorised changes. We are aware of information security and the risks. Both technical and human measures have been taken to comply with this. If you feel that your data is not properly secured or there are indications of abuse, please contact us at [gdpr@s10group.nl](mailto:gdpr@s10group.nl)