



## PRIVACY DECLARATION COMPOSE

(Compose B.V.; Compose Network Connections B.V., Compose Trading B.V. operating under the name Compose Manufacturing and Compose Advanced Solutions B.V., hereinafter: 'Compose')

Date of last change: 17 May 2018

Compose offers optimum custom solutions in the area of data cabling issues and plays a unique role in this process as a Full Service Provider. The modular portfolio is characterised by a combination of development, production, assembly, logistics and implementation. This makes Compose one of the few total providers in the field of data cabling issues.

## PERSONAL DETAILS

Compose handles your personal details with strict confidentiality. Your personal details will be processed and secured as carefully as possible. Your personal details will only be made available to third parties if that is required based on an engagement agreement, for the provision of services, with your permission or based on a legal requirement.

Compose receives personal details because you make your personal details available to Compose, for example, through the website, by e-mail or by telephone. Additionally, Compose can obtain your personal details through third parties for the purpose of providing our service. In any event, we request your name, the name of the organisation where you are employed if applicable, your position within the organisation, address details, e-mail address and telephone number.

## PRINCIPLES

Compose processes personal details for the purpose of implementing the agreement entered into with you, or to be able to fulfil a legal obligation. If personal details are processed based on permission, that will be requested separately.

## PURPOSES

Compose processes your personal details for the following purposes, among others:

- To carry out an assignment/to comply with an agreement;
- To maintain contact;
- To ensure effective and efficient service;
- To manage the client portfolio;
- For invoicing;
- To improve the service;
- To report, analyse and improve the service;
- To comply with legal obligations.



## DISCLOSURE TO THIRD PARTIES

In the context of the service, Compose can exchange personal details. To provide the above-mentioned services, Compose can make use of the services of third parties. In that context, personal details will be provided to third parties, but only if that is necessary for the implementation of your assignment. These third parties can only process your personal details for the above-mentioned purposes.

Your personal details can also be made available to third parties if Compose must comply with a legal obligation. Compose will not make your details available to third parties for commercial purposes, unless you have given your express permission to do so.

## RETENTION OF PERSONAL DETAILS

Compose will not process your personal details for longer than is necessary for the purposes that they have laid out in this privacy declaration. This means that your personal details will be retained for as long as they are needed to achieve the relevant objectives. In the context of the statutory retention period, Compose will keep your personal details for seven years after closing your file.

## PROTECTION OF PERSONAL DETAILS

Compose believes that it is important for your personal details to be protected against loss or unauthorised access to your personal details. For that reason, Compose has taken appropriate security measures, including:

- Up-to-date virus scan;
- Secured USB sticks;
- Accurate security of the employee telephone;
- Unique login code and password (update regularly);
- No unsecured external hard drives;
- No unsecured backups made;
- No documents saved on a private laptop;
- Clean desk policy;
- Laptops not left unattended;
- Laptops not left behind in the car;
- Employees use privacy screens;
- Old documents are destroyed effectively;
- USB sticks are used carefully;
- Etc.

## SOCIAL MEDIA

The social media buttons on the website are provided to enable you to share pages by means of the social media networks LinkedIn, Twitter, YouTube and Facebook. If you click these buttons, your personal details will be processed by the relevant social media network. Read the privacy declarations of LinkedIn, Twitter, YouTube and Facebook to see how these networks handle your personal details.



## YOUR RIGHTS

You have the right to submit a request to Compose to inspect your personal details. After receipt of your request, you will receive an overview of your personal details within four weeks. If it appears that these personal details contain inaccuracies, you can request to have your details modified, supplemented, deleted or blocked.

You can submit questions about this privacy declaration or a request for inspection, improvement, addition, removal or blocking of your personal details at any time by e-mail to:

Hans van Vught  
Mobile: + 31(0)6 53 73 11 36  
h.v.vught@compose.nl

To prevent the misuse of the above-mentioned rights, we ask you to identify yourself when submitting your request. You must include valid identification with your submitted request. Therefore, do not forget to render the copy of your Citizen Service Number and your pass photo illegible. To do this, you can use an app such as KopieID.

If you have a complaint regarding the processing of your personal details by Compose, please let us know. If you cannot reach an agreement with us, you have the right to submit a complaint to the oversight body for privacy, the Dutch Data Protection Authority.

## GENERAL CONTACT DETAILS

Compose Advanced Solutions B.V., Compose Network Connections B.V. & Compose Trading B.V.  
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5272 PA St. Michielsgestel

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info@composeadvancedsolutions.eu  
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info@compose.nl

*Compose can amend this privacy statement. New versions are always published on the website. We therefore recommend that you consult this declaration regularly so that you stay up to date of any changes.*