

# PRIVACY STATEMENT

## **Version: 1.0**

This page was last modified on 18 November 2019.

We know that you place your trust in us. That's why we also see protecting your personal data - and therefore your privacy - as our responsibility. On this page you can read what data we collect when you use Harbour Reefer Service B.V.'s website and/or services, why we collect this data and how we use it to improve your user experience. This means you'll understand exactly how we work, and how we handle your personal data.

Harbour Reefer Service B.V. respects the privacy of everyone who uses its website and takes care to ensure that the personal information you provide us with are handled confidentially. Harbour Reefer Service B.V. acts in accordance with the Personal Data Protection Act and the General Data Protection Regulation as of 25 May 2018.

## **ARTICLE 1. WHO IS HARBOUR REEFER SERVICE B.V.?**

Harbour Reefer Service B.V. is a private company headquartered and with its registered office at Theemsweg 48 in Rotterdam, registered in the Chamber of Commerce Trade Register under registration number 24395254.

## **ARTICLE 2. WHAT DATA DO WE COLLECT AND PROCESS?**

### **Use of our services**

On the Harbour Reefer Service B.V. website you can see which services Harbour Reefer Service B.V. offers and order a suitable service. You can also request information on the services we offer by telephone, e-mail, or post. When you decide to use our services, we ask you to provide us with the following (personal) data.

### **Your data:**

- Full name;
- Sex;
- E-mail address;
- Telephone number.

### **Your company data (if applicable):**

- Company name;
- Type of legal entity;
- Billing address;
- Post code and town/city;
- E-mail address;
- Contact person.

When you send us e-mails or other messages (for instance, if you send a message using the contact form on our website), we may save these messages. Sometimes we will ask you for your personal data which are relevant to the situation at hand. This allows us to process your queries and to respond to your requests. These data are stored on secure servers belonging to Harbour Reefer Service B.V. or to a third party.

#### **Applying via the website**

Our current vacancies are shown on our website. You can apply through the website, based on the vacancies shown. When you send an application, we ask you to provide the following data:

- Sex;
- Full name;
- Date of birth;
- Nationality;
- Address;
- Street, house number and town/city;
- Telephone number;
- E-mail address.

#### **Automatically-generated data**

Automatically-generated data about your visit to the website are collected and processed to allow the website to function optimally. Optimising service provision includes making technical adjustments, for instance correctly displaying pages and protecting the website. The information which is collected includes:

- The type of device you are using (computer, mobile, tablet);
- Your IP address (device number, allowing us to recognise your device);
- The type of browser;
- The operating system you use;
- The website pages you visit and the items you view.

### **ARTICLE 3. FOR WHAT PURPOSES AND ON WHAT LEGAL BASIS IS THE COLLECTED INFORMATION USED?**

#### **Purposes**

Your information is used for the following purposes and based on the following legal basis.

Use is necessary to execute an agreement to which you are party:

- To facilitate website use;
- To invoice you for the use of services offered by Harbour Reefer Service B.V.;

Processing is necessary to defend the legitimate business interests of Harbour Reefer Service B.V.;

- To respond to questions and/or complaints you may have;
- To create anonymised statistical data;
- To protect, adapt and improve the website.

You have agreed to your data being used or processed. This is necessary to comply with a legal obligation incumbent upon Harbour Reefer Service B.V., such as:

- To provide information about you to third parties, if you have agreed to this, or based on laws and/or regulations.

#### **Use by third parties**

If you provide Harbour Reefer Service B.V. with your personal data in relation to the services Harbour Reefer Service B.V. offers, these personal data will not be shared with third parties, save where and to the extent that this is described in this privacy statement.

Harbour Reefer Service B.V. may provide third parties with your data if you have expressly indicated that you agree to this happening in relation to a specific third party, and this is required as part of your use of Harbour Reefer Service B.V.'s services and/or insofar as these data cannot be traced back to you personally (such as automatically-generated information, except your IP or MAC address).

This allows Harbour Reefer Service B.V. to employ third parties to outsource services. These third parties process your personal data exclusively on behalf of and for the benefit of (the purposes of) Harbour Reefer Service B.V. Harbour Reefer Service B.V. employees are bound to respect the confidentiality of your data.

Finally, Harbour Reefer Service B.V. may provide your personal data to third parties if bound to do so by law and/or regulations, is obliged to do so as a result of a lawsuit and/or in instances in which Harbour Reefer Service B.V. believes doing so is necessary to protect its own rights.

#### **Third-party hyperlinks**

The website may contain hyperlinks which take you out of Harbour Reefer Service B.V.'s environment and to the website of another party. Harbour Reefer Service B.V. has no control over the services and/or websites of third parties to which these hyperlinks lead. It is therefore possible that a different privacy statement applies to these third-party services and/or websites. This privacy statement only relates to the (personal) data processed by Harbour Reefer Service B.V. Harbour Reefer Service B.V. does not accept any responsibility or liability for (the operation and/or contents of) third-party services and/or websites.

#### **ARTICLE 4. FOR HOW LONG DOES HARBOUR REEFER SERVICE B.V. STORE PERSONAL DATA?**

Your personal data shall be stored carefully and shall only be held for as long as necessary for the purposes of which they have been collected. The longest retention period is 1 month from the termination of the contract or from the last time the personal data are processed, except for invoices issued which must be archived for administrative purposes. Unless Harbour Reefer Service B.V. is legally obliged to retain your data for longer, Harbour Reefer Service B.V. applies the statutory retention period of 7-10 years.

#### **ARTICLE 5. WHERE ARE YOUR PERSONAL DATA STORED?**

Your data are stored on secured servers belonging to Harbour Reefer Service B.V. or to servers belonging to a third party. Harbour Reefer Service B.V. uses servers in the Netherlands.

#### **ARTICLE 6. HOW ARE YOUR PERSONAL DATA PROTECTED?**

Harbour Reefer Service B.V. has taken suitable technical and organisational measures to protect your personal data against loss or from any form of unlawful processing. For more information the security set-up at Harbour Reefer Service B.V., you can contact us at [info@harbourreeferservice.nl](mailto:info@harbourreeferservice.nl)

#### **ARTICLE 7. COOKIES**

Harbour Reefer Service B.V. can use cookies through this website. This means that information is stored on your device's hard disk as a text file. Cookies are used to display the website in a user-friendly way, or to obtain information on the website's quality or effectiveness.

**ARTICLE 8. VIEWING, CORRECTING AND TRANSFERRING YOUR DATA**

If you wish to view the data which Harbour Reefer Service B.V. has recorded about you, you can submit a request to inspect this data. You can send this request to [info@harbourreeferservice.nl](mailto:info@harbourreeferservice.nl). Harbour Reefer Service B.V. shall respond to your inspection application within four (4) weeks.

If you wish the data you have seen following your inspection application to be amended, you can submit a request to [info@harbourreeferservice.nl](mailto:info@harbourreeferservice.nl). You can request that Harbour Reefer Service B.V. amend, correct, supplement, delete or block your data. Harbour Reefer Service B.V. shall respond to your request within four (4) weeks. If Harbour Reefer Service B.V. rejects your request, its response shall indicate why the request to amend your data was rejected.

You also have the right to obtain and to transfer the personal data you provide in a form which is current, structured and readable. You can send this request to [info@harbourreeferservice.nl](mailto:info@harbourreeferservice.nl).

**ARTICLE 9. CAN THIS PRIVACY STATEMENT BE CHANGED?**

This privacy statement may be changed. Notice of these changes will be given on the website, and this notice shall state the most recent date on which changes were made. We therefore advise that you consult this privacy statement regularly.

**ARTICLE 10. WHERE CAN COMPLAINTS BE MADE?**

If you have a complaint regarding the use of your personal data and are not making progress with Harbour Reefer Service B.V., you have recourse to judicial protection.

**ARTICLE 11. QUESTIONS AND FEEDBACK**

Harbour Reefer Service B.V. shall regularly check whether it is complying with this privacy statement. If you have any questions about this privacy statement, you can contact us at [info@harbourreeferservice.nl](mailto:info@harbourreeferservice.nl) or send a letter to Harbour Reefer Service B.V., Theemsweg 38 Rotterdam 3197 KM Rotterdam F.A.O. Phil Laros.