

Terms & Conditions

Terms and Conditions www.technobis.com

On this page you will find the www.technobis.com general terms and conditions, as made available by Technobis. In these terms and conditions, we inform you of the conditions under which we offer you the information on our website.

www.technobis.com

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Technobis aims to keep its website as up-to-date as possible. Should the information or its contents on this website be incomplete or incorrect despite our best efforts, we cannot accept liability for this.

The information on this website is offered without any form of guarantee and or claim of correctness. We reserve the right to alter, remove or reinstate this information without any prior notice. Technobis does not accept liability for any information found on websites to which we refer using hyperlinks.

Privacy

Technobis, located at Pyrietstraat 2 in Alkmaar, the Netherlands, is responsible for the processing of personal data as laid down in this privacy statement.

Contact details:

Technobis
Pyrietstraat 2
1812 SC Alkmaar
The Netherlands

Tel.: +31(0) 72 3020040

Email: info@technobis.com

Personal data processed by us

Technobis processes your personal data because you use our services and/or because you have provided them.

Below is an overview of the personal data we process:

- Customer and supplier administration
- First and last name contact person
- Gender of the contact person
- Telephone number
- Email address

- Personnel and wages administration
- Name and address details
- Telephone number
- Email address
- IBAN number and BIC bank code
- Citizen service number (BSN)
- Name and address details contact person in case of emergency

The following information is collected via the contact and application form:

- Name
- Email address
- Telephone number
- Special and/or sensitive personal data processed by us

It is not our intention to collect data on website visitors younger than 16 years via our website and/or services, unless their parents or guardian have given their permission. It is, however, not possible to verify whether a visitor is older than 16 years or not. We therefore recommend that parents be involved in their children's ocomine activities in order to avoid the collection of any child- related data without parental permission. If you are convinced that we have collected personal data of a minor without such permission, please contact us via info@Technobis.com and we will delete that information.

Collection and use of personal data of applicants, temporary workers/payroll employees, trainees and employees

We would like to draw your attention to the fact that the personal data you provide will be collected and used by us as these are necessary for the completion of the application procedure or for the conclusion and fulfilment of a (possible) employment contract/traineeship agreement/temporary employment contract. In addition, certain personal data are required for the fulfilment and implementation of provisions from the applicable Collective Labour Agreement. We also collect and use your personal data in order to comply with certain legal obligations. These legal obligations are related, for example, to the determination of taxes and premiums owed by the employees.

In view of this necessity, you are obliged to provide us with the necessary personal data. If you do not provide us with personal data or the data provided is incomplete, we cannot conclude an application procedure or enter into and fulfil any employment contract/traineeship agreement/temporary employment contract or fulfil our legal obligations.

If you are a (payroll) employee or trainee, we use your data for the preparation, fulfilment and termination of the employment contract and traineeship agreement or the employment relationship. This includes, among other things:

- Handling personnel-related matters;
- Determining and paying wages, allowances and other monetary amounts;

- Determining and paying any taxes, premiums and other tax obligations on behalf of you as an employee or trainee.

If you are an applicant, we use your data to communicate with you about the course of the application procedure, the assessment of your suitability for a position that is or may become vacant and the possible settlement of the expenses you have incurred.

If you are a temporary worker, we will use the data we obtain from the employment agency to assess your suitability for a position that is or may become vacant and for the fulfilment of the temporary employment contract.

For what purpose and on which basis we process personal data

Technobis processes your personal data for the following purposes:

- Handling your payment
- Sending our newsletter and/or advertising brochure
- Calling or emailing you if necessary to carry out our services
- Informing you about changes to our services and products
- Delivery of goods and services to you

Technobis also processes personal data if we are legally obliged to do so, such as data needed for our tax declaration.

Direct marketing

If you have given us permission for this or if we have a legitimate interest in it, we will retain and use the personal data you provide in order to personally inform you in the future by email of our existing and new products and services and possibly present you with an offer. Every time we send you an advertising email, you will have the option to let us know that you do not wish to receive these any longer. For this, see the unsubscribe link at the bottom of each mailing.

Automated decision-making

Technobis does not make decisions based on the automated processing of matters that can have (significant) consequences for individuals. These are decisions taken by computer programmes or systems, without a person (for example an employee of Technobis) being involved. Technobis uses the following computer programmes or systems:

- Microsoft Office including Microsoft Outlook, Microsoft Exchange and Microsoft Access and the associated storage options for emails and other files.
- ODOO
- Matrix Requirement
- Matlab
- National Instruments
- SolidWorks

- Simulation
- 20-sim
- ZOHO
- AccountView

We have a legitimate interest in the use of the above computer programmes and systems because their use is necessary for our business operations.

How long do we retain personal data

Technobis does not retain your personal data for longer than is strictly necessary to realise the purposes for which your data was collected. We apply the following retention periods for the following (categories of) personal data:

Application data is retained for up to four weeks after the end of the application procedure, unless the applicant indicates that the data may be retained for longer, then the data will be retained for a maximum period of 1 year after the application procedure has ended. This data is retained in order to be able to complete the application procedure.

Personal particulars are retained for up to 2 years after the end of the contract/agreement in order to fulfil the contract/agreement and to comply with the legal obligations surrounding the contract/agreement.

Data that we collect via the contact form will be retained for a maximum of four weeks, unless there is reason to keep the data for longer.

Tax data is retained for a maximum of 7 years in order to comply with our legal obligation.

Sharing of personal data with third parties

Technobis does not sell your data to third parties. It is, however, possible that we may pass on your personal data to other parties. These other parties may be government bodies, but also parties that carry out work on our behalf or parties to whom we are obliged to provide information in connection with the fulfilment of the (employment) contract. This concerns the following parties:

- The Dutch tax authorities;
- The Employee Insurance Agency (UWV);
- Our occupational health and safety service/company doctor; The Inspectorate for Social Affairs and Employment;
- The Pension Fund;
- The absenteeism insurer;
- Our salary administrator.

Sometimes providing your data to someone else will be necessary to comply with the law, as is the case with forwarding information to the tax authorities, the Employee Insurance Agency

(UWV), the occupational health and safety service/company doctor, the Pension Fund and the Inspectorate for Social Affairs and Employment.

In other cases, forwarding your information is necessary for the fulfilment of your (employment) contract. We have a legitimate interest in providing your data to our absenteeism insurer, i.e. so that we can claim an insurance payment.

In addition, there are parties that perform activities on our behalf. Here we have a legitimate interest in forwarding your data. These activities have been outsourced due to (among other things) the knowledge and expertise of our salary administrator. In order to fulfil the (employment) contract, the salary administrator requires your personal data.

We conclude processor agreements with companies that process your data on our behalf to ensure the same level of security and confidentiality of your data. Technobis remains responsible for these processing operations

Your personal data is also shared with our subsidiaries and sister companies in order to carry out our work and guarantee optimal service.

Cookies or similar techniques used by us

Technobis uses technical and functional cookies. As well as analytical cookies that do not infringe on your privacy. A cookie is a small text file that is stored on your computer, tablet or smartphone when you first visit this website. The cookies we use are necessary for the technical operation of the website and your ease of use. They ensure that the website functions properly and remember, for example, your preferences. They also help us to optimise our website. You can opt out of cookies by setting your internet browser so that it no longer accepts cookies. In addition, you can also delete all information previously saved via the settings of your browser.

View, modify or delete data

You have the right to view, correct or delete your personal data. In addition, you have the right to withdraw your permission for the data processing or to object to the processing of your personal data by Technobis and you have the right to data portability. This means that you can submit a request to us to forward your personal data, in a computer file, to you or to another organisation stated by you.

You can send a request for access, correction, deletion and/or transfer of your personal data, for the withdrawal of your permission or your objection to the processing of your personal data to info@Technobis.com.

To ensure that the request for access has been made by you, we ask that you include a copy of your ID when sending the request. In this copy, redact your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and citizen service number (BSN). This is to protect your privacy. We will respond to your request as soon as possible but no later than within four weeks after receipt.

Technobis also wishes to make you aware of the fact that you have the option of filing a complaint with the national supervisory authority, the Dutch Data Protection Authority. This can be done via the following link: <https://autoriteitpersoonsgegevens.com/com/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

How we protect personal data

Technobis takes the protection of your data seriously and has taken appropriate measures to prevent misuse, loss, unauthorised access, unwanted disclosure and unauthorised modification. If you have the impression that your data is not secure or that there are indications of misuse, please contact us via info@Technobis.com

Alterations

Should these terms and conditions alter, you will find the most recent version of the www.technobis.com disclaimer on this page.