



# Privacy statement

MVO - the Netherlands Oils and Fats Industry (MVO) processes data of members, interested parties, suppliers, partners, job applicants and employees. This may include personal data. MVO attaches great importance to the protection of personal data. Personal data are data concerning an identified or identifiable natural person, such as a name or e-mail address. MVO handles these personal data with the greatest possible care and suitable technical and organisational measures in which connection the requirements that arise from the General Data Protection Regulation are observed.

## Examples of measures include:

- the use of SSL certificates;
- the application of a username and password policy on our systems;
- all persons who may take note of personal data on behalf of MVO are obliged to keep these secret;
- personal data are transmitted by means of secure systems;
- MVO employees are informed of the importance of the protection of personal data and are obliged to keep personal data secret;
- the use of anti-spam/anti-virus filters.

## **Privacy statement**

We explain in this privacy statement when and why we collect personal data, how we use these data, the conditions subject to which we share this information with third parties and how we secure this information. This statement applies to all of our services and also to people who apply for a job with us.

## **When do we collect the personal data**

- when you make use of our services
- when you communicate with us personally, in writing, by telephone, via social media or via our websites
- if your data are stored on public sources

We only collect the data if this serves a legitimate interest and your personal interests do not prevail over this interest. Before we collect data, we perform an analysis to be able to assess whether there is a mutual interest for both parties. We process personal data in accordance with the purpose for which they were provided and only those data that are required at least for this purpose.

## **Purposes of processing**

The processing of personal and other data takes place within the context of an association's customary activities. Examples include keeping membership records, collecting membership fees, sending industry-related information to members and/or interested parties, publishing



information about parties involved and the activities of the association on our own website, conducting audits, other activities related to internal control, handling complaints, keeping the data up-to-date, organising networking and other meetings and any other activities.

Participants in a (network) meeting or event can be photographed. The pictures taken, can be used in the report of the event or for other PR purposes and can be published. If you do not wish to be photographed, you must report it to the photographer and / or MVO.

Some personal data may also be processed by MVO on the basis of a statutory obligation. Personal data are not transferred to third parties unless such has been approved, transfer is necessary in connection with the performance of an agreement, or such is necessary on the basis of a statutory obligation. MVO uses the services of a third party for: administering the internet environment, the IT infrastructure, and sending newsletters, news messages, e-mail messages and invitations. MVO never transfers personal data to third parties with which no processor's agreement has been concluded. MVO makes arrangements concerning the security of your personal data in such processor's agreements. If you receive e-mails from us, we will register your interactions for the purpose of having the content of our communication align with what we consider to be relevant to you.

MVO processes the following personal data (if known) for the abovementioned purposes: gender, last name, first name, initial(s), telephone number(s), e-mail, passport photo, position and organisation. We may also collect feedback, comments and questions we received from service-related communication and activities such as meetings, telephone conversations, documents, e-mails.

### **Data retention**

MVO retains personal data for as long as this is necessary for realising the purpose of the processing. If the membership, the cooperation or the subscription is terminated, the personal data are removed at most five years after termination.

### **Cookies**

Several visit data, known as cookies, are registered when visiting the MVO website. Cookies are small files that are placed on a computer, telephone or tablet by the provider of a website, which are used to collect information about the visit to the website. MVO uses cookies in connection with the Twitter feed on the website.

### **Rights of data subjects**

MVO regularly sends (digital) newsletters and news messages to the persons whose data it processes. This always includes an unsubscribe option. In addition, an unsubscribe request may also be addressed to the MVO Office Management ([info@mvo.nl](mailto:info@mvo.nl)).

Data subjects have the right to request a list of the personal data MVO processes in respect of them. Data subjects have the right to request correction, screening or removal of personal data if it becomes clear following inspection that the relevant data are incorrect or incomplete or that they are being processed unlawfully. Requests may be addressed to MVO via [info@mvo.nl](mailto:info@mvo.nl),



Louis Braillelaan 80, 2719 EK Zoetermeer. Incoming requests are handled and answered as soon as possible but in any event within four weeks at most. If your request is not answered to your satisfaction, you have the right to submit a complaint to the supervisor, which is the Dutch Data Protection Authority.

This privacy statement may be amended. The most recent version of this privacy statement can always be found on this page. Changed most recently on 24 May 2018.

Zoetermeer, 24 May 2018