

# Privacy statement

We, ZeeBoer b.v., offer Utopis as Software-as-a-Service (SaaS). With this software (UP) manufacturers and suppliers of (construction) products (our customers) can manage and distribute their product, company and/or market information. We also provide online services such as websites and mobile applications (the Online Tools).

ZeeBoer b.v. is responsible for the processing of personal data as set out in this data protection statement.

If you have any questions about this Data Protection Statement or our services, please contact us at [info@zeeboer.nl](mailto:info@zeeboer.nl) or by telephone on +31 85 7433333. Our address is Schorsweg 6, NL 8171 ME in Vaassen and we are registered with the Chamber of Commerce under number 09092599.

## 1. Personal data that we process

- 1.1. ZeeBoer b.v. processes personal data of its relations because they use our services and/or because they have been provided to us. Below you will find an overview of the personal data that we process:
  - First and last name
  - Sex
  - Address data
  - Phone number
  - E-mail address
  - IP address
- 1.2. We and our services are not specifically aimed at minors. However, we cannot check the age of a user when using our services.
- 1.3. ZeeBoer is not responsible for processing personal data with UP and/or the Online Tools by our customers. Our customer is the owner of the information that he processes with UP and the Online Tools and therefore, in the context of the General Data Protection Regulation (GDPR), the controller.

## 2. Why we process personal data

- 2.1. We use personal data to be able to perform our services, to perform our business administration properly and in accordance with the law, to inform about our services and products and to be able to provide our services.
- 2.2. We use personal data in combination with an IP address when UP and/or the Online Tools are used to store and distribute information.
- 2.3. We do not make decisions about matters that can have (significant) consequences for people based on automated processing.

## 3. Cookies

- 3.1. Our websites and the Online Tools use cookies and other techniques to ensure they function properly, analyse usage and subsequently improve our services. We inform the user about this on a first visit. A cookie is a small text file that is stored in the browser of your computer, tablet or smartphone when you first visit this website.

- 3.2. In some cases we place (on behalf of our client) tracking cookies that track surfing behavior so that we can offer customized content and advertisements. On a first visit to our website(s), we inform visitors about these cookies and ask permission to place them.
- 3.3. You can opt out of cookies by setting your internet browser so that it no longer stores cookies. In addition, you can also delete all information previously saved via the settings of your browser.

#### **4. Handling of personal data**

- 4.1. We ensure compliance with conditions that are imposed on the processing of personal data under the General Data Protection Regulation (GDPR).
- 4.2. We do not store personal data for longer than is strictly necessary in our opinion to achieve the purposes for which the data is collected.
- 4.3. Data is stored in various databases and in backups thereof. These databases are located on our internal server and on specialized cloud services within the European Union. We take appropriate technical and organizational measures to secure the processing. We do this together with suppliers in the field of hosting.
- 4.4. We use Fox Pro, Office 365, MS SQL, MySQL and Microsoft 365 for our internal processes and therefore the storage of personal data. We have not entered into a separation processing agreement with Microsoft.
- 4.5. We only provide personal data to third parties if, in our opinion, this is necessary for the execution of our agreement with you or to comply with legal obligations.

#### **5. Your rights**

- 5.1. If you want to exercise your rights, as mentioned in the General Data Protection Regulation (AVG), please send an email to [info@zeeboer.nl](mailto:info@zeeboer.nl) with your request. To ensure that the request for access has been made by you, we ask you to send a copy of your ID with the request. Black out your photo, the MRZ (machine readable zone), the document number and your social security number in this copy to protect your privacy. We will respond to your request as soon as possible, but within four weeks.
- 5.2. In the event that you do not agree with the way in which we handle your request, we would like to point out that you have the opportunity to file a complaint with the national supervisory authority, the Autoriteit Persoonsgegevens (Dutch Data Protection Authority).