



**PRIVACY NOTICE OF IPPON PLANT CONSULTING
for our business associates and website visitors**

We process privacy-sensitive data relating to our business associates and website visitors in the context of our service provision or a visit to our website. It is very important to us that these data are handled with care, and we therefore make every possible effort to treat your personal data carefully, securely and confidentially. In this privacy notice we explain what personal data we collect and use, and for what purposes. The precise personal data that we process will depend on the service that we provide to you.

Personal data for service provision

We offer a wide range of services in the area of making and maintaining contacts with garden centres in France with respect to the following products, among others:

- indoor and outdoor plants
- trees and shrubs
- water plants
- plant arrangements
- cut flowers
- dried flowers
- terracotta pots
- ceramics

In this context, we exchange personal data with you. We process the data that during our business association you supply to us, to which you give us access or that we obtain from third parties in other ways.

These data may be not only your personal data but also personal data of your own business associates (including: any employees, customers, suppliers, transport companies or freelancers).

These data include, among others:

- first and last name
- sex
- email address
- address details
- telephone number
- contact details and name and position of contact person
- financial details
- identification details, including citizen service number and passport number (insofar as necessary)

Where applicable, we will process the personal data in order to comply with a legal obligation, but we will mostly do this in order to implement our service provision. The purposes for which we will use these personal data will be set down in our contract with you. If you give us an additional assignment, then the data that we already have by virtue of the initial contract will be used for this assignment.

If we wish to process personal data for any reasons other than at your request, we will ask for your consent to do this. Please be aware that in certain cases we will process (or retain) personal data in order to comply with a legal obligation and/or in connection with judicial proceedings.

Personal data for website use

When you use our website, we can – depending on the data that you supply yourself by, for example, filling in our contact form – process the following data relating to you:

- first and last name
- email address
- address details
- telephone number

We will only use the above data for the purpose for which we obtained them, for example:

- to answer your questions or to handle your complaints;
- to improve (at the individual level) our website and our online service provision. We do this on the basis of your preferences, market and customer surveys that we have conducted and the use of our website by visitors.

Cookies

Our website uses cookies. A cookie is a small text file that is sent by an internet server and stored on your computer, tablet or mobile telephone. Cookies cannot in themselves identify an individual user, but only the computer or mobile device that you use, by means of a randomly generated identification marking. You can reject the use of cookies via your browser settings. If you do this, it is possible that some of the functionalities of this website will no longer be available. For full information, please see our cookie notice.

Retention periods

We will not store your personal data for longer than is strictly necessary to realise the above-mentioned purposes.

Disclosure to third parties

The data that you supply will only be passed on to third parties if this is necessary for performing our services or activities. If engagement of third parties has the consequence that they will have access to the personal data, or that they themselves will record and/or otherwise process personal data, we will agree (in writing) with those third parties that they must comply with all the obligations pursuant to the privacy laws.

We will not further disclose to other parties the data that you have supplied, if you have not given your consent for this, unless this is required or permitted by law.

Third-party websites

This notice does not apply to third-party websites that are connected with our website by means of links: we cannot guarantee that these websites will handle your personal data reliably or securely. Before using the website concerned, you should always read that website's privacy notice, to make sure that your data will be handled correctly.

Security of your data

We have taken the necessary security measures to prevent the loss, unlawful use or alteration of information that we receive and process. In this regard, we take into account the interest to be safeguarded, the state of the art and the costs of the relevant security measures. We will ensure that any processors also use the necessary security measures.

We impose an obligation of secrecy on our employees and any third parties that need to have access to the personal data.

Access to, changing and erasure of your data

If you have supplied personal data to us, you can at any time have access to those data, and ask for them to be changed or deleted. In that context, you have the following rights:

- right of access: the right to see which of your personal data are stored by us;
- right to rectification: the right to have your personal data changed/corrected;
- right to erasure: the right to have your personal data deleted;
- right to data portability: the right to have your personal data transmitted (in digital format);
- right to restriction of processing: the right to have the use of your personal data restricted in certain cases.

If you wish to exercise one of these rights, you should send an email to info@ipponpc.nl. Within four weeks after you made your request, we will inform you whether this request can be accepted. If it is approved, we will implement the request as soon as possible. If we are unable to fulfil your request, we will provide you with an explanation. We cannot always comply with a request to delete your data, because we are required by laws and regulations to retain certain information.

Please be aware that we may no longer be able to provide certain activities or services if you ask us to delete (some) personal data or to stop sharing them with third parties.

Dutch Data Protection Authority

If you have any complaints about the processing of your personal data, you may naturally submit them to us in writing, so that we can look for a solution with you. This does not affect the right offered to you by the privacy laws to lodge a complaint with the supervisory authority for privacy: the Dutch Data Protection Authority (*Autoriteit Persoonsgegevens*, AP).

Questions

If you have any questions about your privacy and/or this privacy notice, you are welcome to ask us by sending an email to info@ipponpc.nl or contacting us by telephone on +31 641964890.

Changes to this privacy notice

We may change this privacy notice from time to time. Any changes will be published on our website. You should therefore check this webpage regularly to see whether any changes have been made.

This privacy notice was drawn up on 2 September 2020.