

Privacy Notices

1. Introduction

ITEC would like to inform you about the management of your personal data in accordance with Art. 13 General Data Protection Regulation (GDPR).

There are multiple situations, in which we process your personal data. In the following, we would like to describe how we collect, process and secure your personal data.

2. General Information for every Personal Data Processing

2.1 Personal Data

Personal data is any information about yourself that can be linked to you or can be used to identify you.

2.2 Your Rights

Whenever we process personal information, you have certain rights that the GDPR stipulates and that we take very seriously. Regarding every processing of your personal data, you may rely on the following rights:

2.2.1 Right of access (Art. 15 GDPR): You have the right to obtain confirmation as to whether or not personal data concerning you is being processed, and, where that is the case access to the personal data and the information specified in Art. 15 GDPR.

2.2.2 Right to rectification and erasure (Art. 16 and 17 GDPR): You have the right to obtain without undue delay the rectification of inaccurate personal data concerning you and, if necessary, the right to have incomplete personal data completed. You also have the right to obtain an erasure of the personal data concerning you without undue delay, if one of the reasons listed in Art. 17 GDPR applies, e.g. if the data is no longer necessary for the intended purpose.

2.2.3. Right to restriction of processing (Art. 18 GDPR): If one of the conditions set forth in Art. 18 GDPR applies, you shall have the right to restrict the processing of your data to mere storage, e.g. if you revoke consent, to the processing, for the duration of a possible examination.

2.2.4. Right to data portability (Art. 20 GDPR): In certain situations, listed in Art. 20 GDPR, you have the right to receive the personal data concerning you in a structured, common and machine-readable format or demand a transmission of the data to another third party.

2.2.5. Right to object (Art. 21 GDPR): If the data is processed pursuant to Art. 6 para. 1 lit. f GDPR (data processing for the purposes of the legitimate interests), you have the right to object to the processing at any time for reasons arising out of your particular situation. We will then no longer process your personal data, unless there are demonstrably compelling legitimate grounds for processing, which override the interests, rights and freedoms of the person concerned, or the processing serves the purpose of asserting, exercising or defending legal claims.

2.2.6. Right to lodge a complaint with a supervisory authority: Pursuant to Art. 77 GDPR, you have the right to lodge a complaint with a supervisory authority if you consider the processing of the data concerning you infringes data protection regulations. The right to lodge a complaint may be invoked in particular in the Member State of your habitual residence, place of work or the place of the alleged infringement.

2.3 Data Transfers to Third Countries (Non-EU Countries)

In some cases, we may transfer personal data to third countries outside of the EU. In each case, we ensure an appropriate level of data protection according to European standards.

Internally, we have concluded an intragroup agreement on data protection and data transfers using Standard Contractual Clauses.

If data is transferred outside the ITEC Group and the EU / EEA, we have ensured that the recipients offer an adequate level of data protection, by relying on Standard Contractual Clauses or other means recognized by the GDPR to establish an adequate level of personal data protection. We regularly audit our processors.

2.4 Data Security

ITEC maintains reasonable and appropriate physical, electronic and procedural safeguards, in accordance with Art. 32 GDPR, to protect Personal Data from being manipulated, lost, destroyed or accessed by unauthorized persons. Where data is passed on to external service providers, ITEC has taken technical and organizational measures to ensure that the data protection regulations are observed.

2.5 Contact

If you experience any problems while at this Site or have any questions or wishes regarding data protection, please contact:

Data Protection Officer
Melissa Theunissen
melissa.theunissen@itecequipment.com

Or

ITEC B.V.

Jonkerbosplein 52, 6534 AB, Nijmegen, The Netherlands

3. Business Partners (Suppliers, Customers)

3.1 Controller

If you and / or your employer conduct business with ITEC, in various situations, it may be necessary to process your personal data.

Controller of your data is the ITEC entity that you are doing business with. The relevant entity is indicated in every E-Mail Footer, business letter and other official communication that you have received from us.

3.2 Personal Data and Purpose

We process personal data according to Sec. 6 para. 1 lit. b GDPR for the purpose to perform a contract, including to register your purchase so you can receive all the benefits to which your purchase entitles you. This comprises your business contact data (name, business phone, business e-mail, business fax).

3.2.1 Contractual obligations: The personal data which is necessary for the performance of a contract or a quotation will be deleted within 6 months after termination/performance of the contract; during that time, it will only be kept in order to be able to respond to queries. The data will not be deleted as long as there are any outstanding invoices which are to be collected. Should there be any legal retention requirements, the affected data will be archived for the statutory period. We process data only in order to exercise our rights and to perform our obligations of any specific contract with us. Scope and content are subject to the contract's provisions.

3.2.2 Legitimate Interests: There may be situations when it is necessary to contact you in matters that are not directly connected to the performance of a contract. This may include general remarks, inquiries, requests, etc. In these situations, we may process your data in our legitimate interests. The legitimate interest arises from the interest to conduct, maintain or initiate the business relationship with customers, interested parties, suppliers and other business partners and to maintain personal contact with contact persons.

3.2.3. Your Rights: The Rights described in Section 2 apply.

4. Marketing

4.1 Controller: Controller of your data is the ITEC entity that you are doing business with. The relevant entity is indicated in every E-Mail Footer, business letter and other official communication that you have received from us.

4.2 Personal Data and Purpose: We process your data for purposes of direct marketing, inter alia for sending marketing mailings and or newsletters, specific to your interests. The data processing is based on Art. 6 para. 1 lit. f GDPR and on our interest to inform you about new products and services and share further relevant news with you that are related to our business relationship. Every data subject has a separate right to object to this type of data processing; if you exercise this right, we will stop processing your data for purposes of direct marketing. If your data is solely stored for direct marketing purposes, it will be deleted after you have objected.

Should we not have had previous business contact, we shall only contact you, if you have given us unambiguous free and informed consent.

This website or mobile application (hereinafter "Site") is owned and operated by ITEC.

4.3. Your Rights: The Rights described in Section 2 apply.

5. Applicants

5.1 Controller

The ITEC entity that has posted the job offer, for which you are applying, is the responsible data controller. The contact information of the data controller, as well as of the relevant Data Protection Officer are indicated in the job offer. Please direct any questions concerning data protection and data privacy you might have to: privacy@ITECEquipment.com

5.2 Collection and Processing of Personal Data

Additionally, if you visit our career portal, we shall also ask you for further personal data as part of the intake for your application. We will only ask you for data, pursuant to Art. 6 para. 1 lit. b GDPR, that is indispensable in the course of your application.

Please note that not providing this personal data may result in us not being able to process your application.

This may include but is not limited to:

1. Administrative data (contact details)
 - a. Title
 - b. Name
 - c. Address
 - d. Email
 - e. Telephone number
 - f. citizenship / work permit
2. Academic and professional data (resume and cover letter)

- a. Curriculum
- b. Work history
- c. further information required for your application

Please be aware that any further information you choose to share with us, is given voluntarily and may be subject to processing.

5.3 Use of Personal Data and Purpose Specification

Your personal data is being collected and processed for the handling of your application in consideration for employment at ITEC. In other words, we process your data at your request for the purpose of taking steps towards the conclusion of a contract. We also collect your personal data to inform you about future job opportunities at ITEC. If a job opportunity that matches your profile is posted after your first application, we will inform you about it.

If recruited, your data will be transferred into your personnel-file for the purpose of performing our duties as your employer. Also, in this connection, we may ask you for more personal data that we require to duly register you as an employee. Prior to that collection, we shall also provide adequate information to you.

5.4 Data Retention

Once the application process has been completed the data necessary to complete your employment application will, for non-recruited candidates, be erased within 12 months and, for recruited candidates, be stored in your personnel file. We will keep the data that is needed to inform you about future job opportunities for 12 months.

5.5 Data Recipients

Only the HR team that will consider your application may access your application data. We shall especially not grant access to any of your personal data to any party outside the ITEC organization. Since ITEC is organized in matrix organization with functional hierarchies, across company boundaries, this may mean that your application data may be accessed by persons outside the legal entity that you have applied with.

The data itself, however, is stored within the territory of the European Union with ITEC B.V., The Netherlands. They process the data on our behalf yet have to access rights to that data. We secure our internet data transmissions with TLS encryption.

Owing to functional hierarchies and our service providers it may become necessary to grant access to persons outside the European Union. To ensure the protection of your personal data we have entered into contracts regarding the data exchange that contain EU-standard clauses, pursuant to Art. 46 para 2 lit. c GDPR. These contracts help to establish a level of

data protection that is equal to the EU's level.

We will not process your personal data for any other purpose than your application unless we are explicitly required to do so by law.

5.6 Your Rights

The Rights described in Section 2 apply.

6. Websites

6.1 Controller

Controller of your data is ITEC B.V. regarding your activities on our homepages.

ITEC B.V. (together with each of its affiliates, hereinafter "ITEC"). Access to and use of this Site by any entity (hereinafter "Company") through its employees (each, a "User") constitutes an acknowledgement and agreement by the Company and such User that this Privacy Statement and the General Conditions of Use for this Site (the "Terms of Use") apply to such access and use and are binding on the Company and such User, including the provisions contained in the Terms of Use pertaining to limited liability, indemnification, applicable law and submission to jurisdiction.

6.2 Personal Data

Some data is provided by Users directly. Some of it is obtained by observing how Users interact with this Site and ITEC's products and services. ITEC collects data in a variety of ways, including from web forms, technologies like cookies, web logging and software on Users' computers or other devices. Regardless of the source, ITEC believes that it is important to treat your data with care and to help maintain the privacy of Companies and Users.

Visiting this Site - When a User visits this Site, general information is collected automatically (in other words, not by means of registration). The web servers store the following data by default:

- The name of the User's internet service provider
- The website from which the User visited this Site
- The web pages the User visits while on this Site; and
- The User's IP address.

This information is analyzed in anonymized form. It is used solely for the purpose of improving the attractiveness, content and functionality of this Site. The legal basis for the processing of this personal data is provided for in Art. 6 para. 1 lit. f GDPR.

Registration - When a User registers to use this Site, he or she will be required to provide certain personal information (e.g., the Company's name and the User's full name, email address, mailing address, telephone number and mobile phone number). We process this data according to Art. 6 para. 1 lit. b GDPR. Data transferred to us in the context of the registration will be used by ITEC to process and fulfil orders, to notify Users of the status of their orders and to provide Users with other services. You may change or delete your profile within your account at any time. Data will then be deleted from our system automatically after a maximum of 6 months, if there are no retention requirements or the data is not required on an individual case basis (e.g. in the case of open claims).

6.3 Purpose

ITEC uses data it collects to, among other things,

- communicate with Companies and Users regarding orders, products, services marketing offers and security updates,
- update data files and maintain and keep customer accounts current,
- develop individualized communications, such as preparing personal catalogues or customer catalogues or making recommendations of products or services,
- improve this Site and the services offered through this Site,
- prevent or detect any misuse of this Site or the services offered through this Site and
- permit third parties to perform technical, logistical and other services.

All information collected by ITEC on or through this Site is the property of ITEC; ITEC will not sell any personal information pertaining to any Company or User ("Personal Data") for commercial purposes.

However, ITEC is entitled to use and disclose any Personal Data:

- In order to identify the Company or a User to enforce, if necessary, compliance with contractual agreements with the Company or such User or applicable laws;
- Among ITEC's affiliates;
- As part of a merger or sale of a business;
- When required by law or to respond to legal process or lawful requests, including from law enforcement or other government agencies;
- When required to combat fraud or to protect ITEC's interests; or
- To protect life and safety.

6.4 Your Rights

The Rights described in Section 2 apply.

7. Cookies

We use cookies on our website as described in our Cookies Policy. The data is processed in accordance with Art. 6 para. 1 lit. f GDPR and in the interest of optimizing or enabling user guidance and improving our website presence.

Most web browsers will automatically accept cookies but can be modified to block cookies. Please be aware that if cookies are blocked, a User may not be able to sign in or use other interactive features of this Site or services that depend on cookies. In addition, if cookies are deleted after leaving this Site, any settings and preferences controlled by those cookies will be deleted and may need to be recreated.

8. Google Analytics

In the case of Google Analytics an appropriate level of data protection is ensured by the corresponding participation in the Privacy Shield Agreement as provided for in Art. 45 para. 1 GDPR. (More information regarding Google Analytics may be found below. This website uses Google Analytics, a web analytics service provided by Google, Inc. ("Google"). Google Analytics uses "cookies" to help the website analyze how users use the site.

The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States. In case of activation of the IP anonymization, Google will truncate/anonymize the last octet of the IP address for Member States of the European Union as well as for other parties to the Agreement on the European Economic Area. Only in exceptional cases, the full IP address is sent to and shortened by Google servers in the USA. On behalf of the website provider Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage to the website provider. Google will not associate your IP address with any other data held by Google.

You may withdraw your consent to the processing at any time. Please use one of the following options:

- You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you proceed accordingly you may not be able to benefit from the full functionality of this website.
- You can also prevent Google from collecting the data generated by the cookie and relating to your use of the website (including your IP address) and from processing this data by downloading and installing the browser plug-in available under the following link <http://tools.google.com/dlpage/gaoptout?hl=en>

- As an alternative to opting out from being tracked by Google Analytics you can also click the following link, <https://developers.google.com/analytics/devguides/collection/gajs/?hl=de#disable>. An opt-out cookie will be stored, which means that no web analysis will take place as long as the opt-out cookie is stored by your browser.