

## Privacy statement

Comag is responsible for the processing of data as set out in this privacy statement.

### **Contact person:**

Martin Koek is the Data Protection Officer of Comag. He can be reached via [mp.koek@comag.nl](mailto:mp.koek@comag.nl).

### **Data we process:**

Comag processes your data because you use our services and/or because you provide it to us yourself. Please find below an overview of the data we process:

- First and last name;
- Business address details;
- Business phone number;
- Business email address;
- Business bank account number;

### **Special and/or sensitive data that we process:**

Comag does not process special and/or sensitive data.

### **For what purpose and on what basis we process data:**

Comag processes your data to:

- handle your payment;
- be able to call you or email you if this is necessary in order to be able to carry out our services;
- inform you about changes to our services and products;
- deliver goods and services to you.

### **Automated decision-making:**

Comag does not make decisions on the basis of automated processing on cases that could have consequences for individuals. These are decisions taken by computer programs or systems without any human being (for example, a member of Comag's staff) being involved.

### **How long we store data:**

Comag will not retain your data for longer than is strictly necessary to achieve the purposes for which your data is collected.

### **Sharing of data with third parties:**

Comag will only share your data with third parties if this is necessary for the performance of our agreement with you or in order to comply with a legal obligation.

### **Cookies, or similar techniques, that we use:**

Comag only uses technical, functional and analytical cookies that do not infringe 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 convenience. They ensure that the website works correctly and remember information, such as your preferences. In addition, they enable us to optimise our website. You can opt out of cookies by

setting your internet browser to prevent cookies from being stored. In addition, you can also delete all information previously stored through your browser's settings.

**Accessing, modifying or erasing data:**

You have the right to access, rectify or erase your data. In addition, you have the right to withdraw your consent to the data processing or to object to the processing of your data by Comag and you have the right to data portability. This means that you can submit a request to us to send the data we have about you in a computer file to you or to another organisation you have named. You can send a request for access to, rectification, erasure and transfer of your data or for the withdrawal of your consent or objection to the processing of your data to [mp.koek@comag.nl](mailto:mp.koek@comag.nl). In order to be sure that the request for access has been made by you, we ask you to send us a copy of your identity document with the request. In this copy, please blacken your passport photo, MRZ (Machine Readable Zone, the strip with numbers at the bottom of the passport), passport number and BSN (Citizen Service Number). This is to protect your privacy. We will respond to your request as soon as possible, but within four weeks.

**How we secure data:**

Comag takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorised access, unwanted disclosure and unauthorised alteration. If you believe that your data is not properly secure or there are indications of misuse, please contact [mp.koek@comag.nl](mailto:mp.koek@comag.nl).