



**Hem Zaden BV**  
**Hemmerbuurt 98 – 1607 CL Hem – The Netherlands**  
**Tel: +31-228-541312**  
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**E-mail: [info@hemzaden.com](mailto:info@hemzaden.com)**

**Date: June 2018**

**Re.: General Data Protection Regulation (AVG)**  
**Algemene Verordening Gegevensbescherming (AVG)**

## **Declaration Privacy Data**

This statement is meant to inform our customers and business relations, hereafter called “you”, about the personal data that Hem Zaden BV collects from you when you use our services and/or when you provide personal data to us by completing a contact form on our website or by means of a customer information form that we have sent you for completion. We herewith explain why we collect this data, what we do with it and how long it will be stored. Our online service can be described as an informative website with a contact form. Our website and/or service have no intention of collecting data from visitors on our website younger than 16 years of age, unless they have explicit consent from their parents or legal guardians. If you are convinced that we have collected data on a minor without consent please contact us at [info@hemzaden.com](mailto:info@hemzaden.com), then this data will be deleted.

Hem Zaden BV endorses the fact that it's of the greatest importance that your data is safe with us and we ensure you that any data provided is treated with the greatest confidence. In practice this means that;

- We will use your personal data only for the purposes agreed with you.
- We will not share your personal data with others unless otherwise stated in this privacy statement.
- We will properly secure your personal data.
- We will only store your personal data for the duration of our business relationship or for the period required by law.

### **Purpose why does Hem Zaden BV need your data?**

Hem Zaden BV will not collect or use your personal data for any purposes other than those described in this privacy statement or only after your prior permission to do so.

Hem Zaden BV uses your data for the following purposes:

- To perform a service or sales contract we have concluded with you.
- To call you or to e-mail you when necessary to complete your order
- To inform you about any order status and/or changes in our services or products
- To deliver the ordered goods and/or services
- Hem Zaden BV also processes certain personal data for which we are legally obliged to do so such as data to meet our tax obligations.

**Personal data that will be processed.**

Hem Zaden BV can process personal data about you because you want to make use of our services and/or because you provide personal data to us after completing a contact form on our website.

Hem Zaden BV processes the following personal/company data:

- Your company name
- Your contact name
- Your address details
- Your telephone number
- Your e-mail address
- Your bank account number (when ordering)
- Your VAT Number (when ordering)

**Retention period**

When you make use of Hem Zaden BV services we ask you to provide us with your personal data. This data is required/necessary to provide you with our products and services. This data is stored in the Hem Zaden BV data files, in accordance with the statutory retention obligation. Any personal data is not stored longer than permitted by law.

**Sharing with third parties**

Hem Zaden BV will not pass on your personal data to third parties unless; this must be necessary to provide you with the services of Hem Zaden BV and/or any other related services, or to comply with a statutory obligation, or if it's done at your request. Our staff, as well as the third parties to whom personal data is made available, must respect the confidentiality of your personal data. We also impose this obligation on processors, by means of a data processing agreement, who are engaged by us for the performance of our services.

**Analysing website visits**

Hem Zaden BV website monitors general visit data, including your computer's IP address and the time it accessed our website, and data sent by your browser. This data is used to analyse visiting behaviour on the website. Hem Zaden BV uses this information to improve the website's functioning. This data is anonymised as much as possible and is not passed on to third parties. We do not use any social media plugins on our website nor do we use tracking cookies of any kind.

**Communication**

When you send us an email or any other message through one of the Hem Zaden BV services it will be stored in the Hem Zaden BV data file. As a consequence of backup procedures and the statutory retention obligation, these messages can be stored in accordance with the statutory retention period. Occasionally we will ask you for personal data relevant to the specific situation. This enables us to process your questions and respond to your requests.

**Viewing, amending or removing your data**

You have the right to view, correct, or delete your personal data. You can send a request to [info@hemzaden.com](mailto:info@hemzaden.com), to view, correct or delete your personal data.

Hem Zaden BV will respond to your request as soon as possible, but not later than within four weeks.

## **Security**

Hem Zaden BV takes the protection of your data seriously and takes appropriate measures to combat its improper use, loss, unauthorised access, undesired publication and unauthorised amendment. Hem Zaden BV does not store your information in any form. Any information entered in form will be forwarded by secure mail.

## **Questions**

Do not hesitate to contact us;

- if you have any questions which have not been answered in this privacy statement
- if you have any suggestions or comments about its content
- if you have any complaints or doubts about our handling of your personal data
- if you have the impression that your data is not properly secured
- if there are any signals of improper use

If you want more information about the security of personal data collected by Hem Zaden BV. You can contact us by sending an e-mail to [n.singer@hemzaden.com](mailto:n.singer@hemzaden.com) or call us at +31 228 54 1312 and ask for our current privacy officer Mrs. N. Singer.

Hem Zaden BV can be contacted as follows:

Address: Hemmerbuurt 98 - 1607 CL Hem - The Netherlands

C.O.C. registration: 36.007270

Telephone: +31 228 54 1312

Fax: +31 228 543151

General e-mail: [info@hemzaden.com](mailto:info@hemzaden.com)

## **Scope of this statement**

This privacy statement applies to all services and websites operated by Hem Zaden BV., including in any case: <https://www.hemzaden.com>. Hem Zaden BV is not responsible for the privacy policy of any other sources mentioned - in whatever manner - in our services.