

## **Privacy Statement**

This is the Privacy Statement of:

**Stichting Nederlands Centrum voor Technische Isolatie**  
**Hofweg 1**  
**3208 LE Spijkenisse, The Netherlands**  
**+31 (0)181 698030 / info@ncti.nl**

*In this privacy statement we explain the purposes for which we collect and use your personal data. Below you can read why we process the personal data of prospects, members, board members, volunteers, course participants, participants in a training programme, suppliers, contractors, persons who have a complaint about an affiliated company's product or service, visitors to our website and other parties with whom we do business. We also tell you how long we will keep your personal data. Read what applies to you below, depending on the capacity in which you do business with us.*

**Important: See 'Foundation' for industry association, see 'Customers' for members, see 'Services (courses, inspections and specifications)' for membership, see 'Costs' for membership fee and see 'Implementation' for the association's financial year.**

### **For prospects (potential members of the association)**

*If you have disclosed your personal data to us in connection with possible membership, we will use your personal data to inform you about the association and membership. This processing is necessary to enable you to take out membership with us. We regard this membership as a 'contract' between you and the association within the meaning of the General Data Protection Regulation.*

*If you ultimately decide not to become a member, we will remove your personal data no later than **two years after we last contact you.***

### **For members of the association**

#### **Taking out and implementing membership**

*We collect and use the personal data you disclose to us because it is necessary to do so in order to register you as a member and to implement your membership. In this context, we inform you about the association, your membership, the activities we organise and industry developments that are relevant to you. We also use your data for other necessary aspects of your membership, such as charging you your membership fee.*

#### **List of affiliated companies on our website**

*If you gave your consent for this when you took out membership of the association, we will display your company details on our website. This enables potential customers to contact you via our website.*

*We will keep all the personal data that we collect and use for implementing your membership for up to two years after the association's financial year in which your membership ends.*

#### **Commercial mailings**

*In our newsletters we inform you about third party goods and services that may be of interest to your company. Our mailings may therefore contain commercial content. We always ask for your consent first before sending mailings that contain commercial content. Every time we send you one of these mailings, you also have the option of letting us know that you no longer wish to receive them. You can unsubscribe via the link at the bottom of every mailing. In addition, we use an email newsletter service to send out our newsletters. The personal data needed to send you the newsletter is therefore transferred to this service provider. We have a legitimate interest in this transfer of your data, namely that of outsourcing certain activities to third parties.*

### **For board members and volunteers of the association**

*An association has board members. We collect and use our board members' personal data in order to enable them to perform their duties. We regard the relationship between a board member and the industry association as a 'contract' within the meaning of the GDPR. The processing we carry out is necessary in order to perform the contract with them. In addition, we use their personal data to enable us to register them as board members in the Commercial Register and to enable us to pass on any changes to the Commercial Register. We therefore transfer your personal data to the Chamber of Commerce. This is something we are legally obliged to do.*

*If you are a volunteer for the association, we collect and use your personal data to communicate with you about the various aspects of your volunteer role. This processing is therefore necessary for entering into and performing this contract with you.*

*We will keep the personal data of board members and volunteers for the duration of the activity or for no more than two years after we last contact them.*

#### **For participants in a course or training programme**

*If you have registered for a course or training programme, or if your employer has registered you, we collect and use your personal data to enable us to draw up a certificate or diploma for you. This processing is necessary for the purpose of implementing the course agreement. We use your email address to enable us to send you this Privacy Statement and we will remove it afterwards. If necessary, we transfer your personal data to the organisation providing the course or training programme on our behalf, so that they know who will be attending the course and can draw up the certificate or diploma. We have a legitimate interest in this transfer of your data, namely that of outsourcing certain activities to third parties.*

*We keep the personal data of participants in courses and training programmes for no more than seven years after their participation in the course or training programme comes to an end.*

#### **For suppliers and contractors**

*We collect and use the personal data that suppliers or contractors disclose to us because it is necessary to do so in order to enter into and perform the contract with them. This would apply to you if you are speaking at an association event on our behalf, for example. If you are a supplier, potential supplier or other contractor, your personal data are needed for the purposes of entering into and performing the contract with you. For purchases, we need your personal data to enable us to inform you what specifications or requirements we would like a particular item or service to comply with, to enable us to pay your invoices and communicate smoothly and efficiently with you about other aspects of the order/contract.*

*We keep the personal data of suppliers and contractors for seven years after the end of the financial year in which the contract with them is completed. The period is the same as the period we are required to retain information for tax purposes.*

#### **For visitors to our website**

*>Contact form*

*You can fill in a contact form on our website. We use the contact details you are asked to enter in the contact form to inform you about the association and your membership or to be able to answer your questions. We have a legitimate interest in processing your personal data for these purposes, namely to enable us to provide you with the best possible service and to give you the right information.*

*We keep the personal data you disclose to us via the contact form for no longer than one year after we last contact you.*

*>Digital newsletter*

*You can subscribe to our newsletter via our website. In our newsletter we inform you about the association, your membership and relevant developments in the industry and draw your attention to third party goods and services that may be of interest to your company. Every time we send you one of these mailings, you have the option of letting us know that you no longer wish to receive them. You can unsubscribe via the link at the bottom of every mailing. In addition, we use an email newsletter service to send out our newsletters. The personal data needed to send you the newsletter is therefore transferred to this service provider. We have a legitimate interest in this transfer of your data, namely that of outsourcing certain activities to third parties.*

#### **For other parties with whom we do business**

*We collect and use personal data disclosed to us by other parties with whom we do business because this is necessary for the purposes of our legitimate interests. If you do business with us, we use your data to contact you for purposes that are in the interest of our association, such as discussing a potential working relationship, providing and obtaining information and maintaining our network.*

*The industry association regularly organises events that are also open to non-members. If you register for one of these, we will regard this as a 'contract' within the meaning of the GDPR. In that case, it is necessary to process your personal data in order to perform this contract with you (inform you about the event and communicate with you about any other aspects of the contract, such as any costs involved).*

*We keep the personal data of other parties with whom we do business for no more than **two years after we last contact them.***

#### **For all persons whose personal data we process**

*We use Microsoft services (e.g. Windows and Office and the associated storage facilities for emails and other files). Microsoft Corporation Inc. is based in the USA. Therefore, when we use its services, personal data are transferred to the USA. Microsoft is Privacy Shield certified, which guarantees that your personal data is protected.*

*In addition, the association's membership records are kept by Stichting NCTI and we use space on its servers. This therefore does not involve transferring personal data. We have a legitimate interest in this transfer of your data, namely that of purchasing certain services from third parties.*

*Our website and email are hosted by a third party. For this reason, we also transfer personal data to this party. We have a legitimate interest in this transfer of your data to all the parties referred to above, namely that of purchasing certain services from third parties.*

### **Your rights**

*You have the right to request access to your personal data. If necessary, you can also ask us to add additional information to your personal data or rectify any inaccuracies. You also have the right to request erasure of your personal data or to restrict their use. In addition, you have the right to object to our collecting and using your data or to submit a complaint to the Dutch Data Protection Authority. Finally, you have the right to obtain your personal data from us or transfer them to another party. To exercise your rights, please contact: **NCTI, Hofweg 1, 3208 LE Spijkenisse, The Netherlands, +31 (0)181-698030. info@ncti.nl**. If you have any questions or would like more information about the collection and use of your personal data, please feel free to contact us.*

*This Privacy Statement was published on: **22 May 2018, version 0.1***