

BIS|Econocom Privacy statement

Last updated and reviewed on: **September 2023**

Contact information

Any questions concerning the information presented in this privacy statement can be addressed to the security office of BIS|Econocom. You can contact us via: security@bis.nl

General information

We are BIS|Econocom, a trade name for BIS Bedrijfs Informatie Systemen B.V. (hereinafter: “**we**” or “**us**”). We are located at Pesetastraat 5, 2991 XT, Barendrecht in The Netherlands.

We are committed to protecting your personal data you share with us. This Privacy Statement applies to all personal data we process from anyone who has (had) contact with us, such as our visitors, customers, applicants, and business contacts, on all domains related to us. We encourage you to read this Statement carefully to understand our data protection practices and how we collect, use, and safeguard your information.

We may update this Privacy Statement from time to time to reflect changes to our data protection practices or for other operational, legal, or regulatory reasons. Please revisit this page periodically to stay aware of any changes. You can always find the most recent version on this website.

Categories of personal data and our purpose

We process personal data about the following groups: website visitors, (webshop) customers, current and former employees, job applicants, and external relations such as business contacts, and suppliers. Which personal data we process for each group can vary and we have recorded this in our record of processing activities. We only process personal data if we have a clear purpose for doing so. In general, these purposes are related to the fact that we provide a service, or you visit our website. Also to provide customer support and respond to your requests and inquiries.

Website and webshop visitors

By using the website and the services available on it, you can provide certain information to us, for example, by filling in a contact form, via cookies, buying from our webshop, or by subscribing to the newsletter. This can be personal data such as your IP-address, your name, address, (mobile) telephone number and e-mail address. We only use this information to secure our website, contact you and answer your questions or reply to your application. Also, for handling your order we need to use your companies back account number.

Customers

We need to process certain information from our customers to provide our services, contact them and/or process the order. Usually this is business contact information, however there is also a possibility that this is your personal information such as your name, (company) address, (company) email address, and (company) phone number.

Employees

Before you start as an employee you will receive more detailed information on how we process your personal data via our internal privacy statement.

Business relations

We also process personal data from contact persons who work for our suppliers, and other external relations for contacting purposes. In many cases this is only a name, (business related) email address and (business related) phone number.

Applicants

When you apply for a job, we will process the personal data you provide to us. Your résumé and application letter can entail much personal details, such as your name, address, date of birth, (mobile) telephone number, e-mail address and a photo. Also, it's possible that we screen you before hiring.

Legal ground for processing

We process your personal data when we have a legal ground for processing. Typically for providing our services to execute a contract. In some cases, because you have given us your consent (retain applicant information for 1 year for instance or subscription to our newsletter). Also, if we are required to do so by law (insurance, billing, and/or tax reasons) we will process that information.

In other cases, we use the legal ground 'legitimate interest': processing of your personal data is necessary to fulfil a specific purpose. For example, if we send out mailings. Of course you have always the possibility to unsubscribe.

Camera surveillance

Due to the safety of all our employees and visitors (e.g. customers, business relations and applicants) and to protect our locations against crime we use camera surveillance. We record in- and outside our buildings. Therefore, it is possible that we record you when you visit one of our locations. Please be aware it's for safety reasons and we handle this footage with due care.

Use of third parties for processing data

We engage with third parties to process your personal data. These are known as data processors, and we signed processing agreements with them when necessary. For example, we use third parties for processing activities, such as hosting providers, marketing agencies, IT security providers and other services. We always do this in a careful manner and for this we take the required organizational, technical, and contractual measures to ensure that your personal data is protected. If this is required by law, we will share your personal data with the relevant authorities. We do not transfer personal data to countries outside the European Economic Area (EEA) without adequate safeguards.

Retention of personal data

We do not retain your personal data any longer than necessary and we adhere to retention terms determined by statutory provisions. For external relations, the contact information is kept as long as we consider this useful or until the data subjects indicate they no longer appreciate contact. For applicants we delete your information four (4) weeks after the application procedure ends. If we want to retain your information longer, we will ask for your consent. When you start as an employee, your data will become part of your personnel file and your data will be processed in accordance with relevant retention terms. When you sign up for a newsletter (for example our vacancies), your data (e-mail address and preferences) will be stored until you unsubscribe from this newsletter.

Security of personal data

We protect your data with appropriate technical and organizational measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. We are ISO27001 certified. In addition, we use a layered security strategy including but not limited to: network segmentation, firewalls, end-point security, back-ups for restore and multi-factor authentication. This guarantees the availability, integrity, and confidentiality of the IT environment as much as possible.

References to third-party websites

To be of service to you, we have included references to third-party websites on our websites via hyperlinks. We would like to point out that when you visit these websites, the conditions from the privacy statement of these third parties apply. We recommend that you read the privacy statement of these websites before continuing to use them. We are not responsible for these websites or the processing of personal data by these websites of third parties.

Use of cookies

We use cookies on our website. A cookie is a small text file that your browser stores on your device and that sends information from your device to servers and - in case of tracking cookies - to Google for example.

We use the following cookies:

- *Functional or necessary cookies*: which are technically necessary to optimize and secure your website experience. These cookies cannot be disabled.
- *Analytical cookies*: we use analytical cookies to keep track of how visitors use the website and how effective our marketing campaigns are.
- *Cookies for personal preferences and advertisements (tracking cookies)*: these cookies can be disabled if you want. We use these cookies to remember your settings and preferences. This enables us to match our website and marketing content more effectively to your preferences.

You can delete cookies via the setting of your browser. This also revokes the previously given consent. For more information about the use of cookies we refer to our [cookie policy on our website](#).

Your rights

As an individual you have specific rights to exercise. Please read below which rights you have and how you can exercise them:

- *Right to information*. You have the right to know which data we process about you and for which purpose. This privacy statement outlines how we handle your personal data.
- *Right to access*. You can request access to the personal data we process, and you are entitled to a copy of that data.
- *Right to rectification*. If the personal data that we process is incorrect, you have the right to have it rectified. For example, if your address has changed.
- *Right to erasure*. If your data is no longer necessary for the purpose for which they were collected, you have the right to have this data erased. We are obliged to delete this information if you ask us to do so. In certain situations, we need to keep your data because of statutory obligations. If that's the case, we will inform you.
- *Right to data portability*. This means that, in certain situations, you can have the data - we have about you - transferred to another party. But this is only possible if you give your explicit consent for processing these data or if there is an applicable agreement.

- *Right to restriction.* In some cases, you can temporarily block the processing of your personal data.
- *Right to object.* You have a right to object the processing of your data. If you have a valid reason, we will stop the processing. For example, if you don't want to receive any more information from our organization via direct marketing.
- *Withdrawal of consent.* If you have given your consent to us for processing your personal data, you can always withdraw this consent. For example, unsubscribe to a newsletter.

If you want to exercise any of these rights, please reach out to us via security@bis.nl. Your request will be answered and - if possible - handled within a month.

Complaints or questions

If you have questions or complaints about the processing of your data, please reach out to us via security@bis.nl.

Furthermore, you have the right to file an official complaint to a supervisory authority. In The Netherlands you can contact the "Autoriteit Persoonsgegevens": <https://autoriteitpersoonsgegevens.nl>.