



**We are very pleased that you have shown interest in our company. Data protection has a particularly high priority for the management of Terneuzen Port Service. The use of Terneuzen Port Service's internet pages is possible without any indication of personal data; If a data subject wants to use special business services via our website, this can only be done by telephone contact or via a link to our e-mail address. If the processing of personal data is necessary and there is no legal basis for such processing, we usually obtain permission from the data subject.**

The processing of personal data, such as the name, address, e-mail address or telephone number of a data subject, must always be in accordance with the General Data Protection Regulation (GDPR) and in accordance with the country-specific data protection regulations apply to Terneuzen Port Service. By means of this data protection statement, our company wants to inform the general public about the nature, scope and purpose of the personal data we collect, use and process. Moreover, data subjects are informed of the rights to which they are entitled by means of this data protection

Terneuzen Port Service has implemented various organizational measures to ensure the most complete protection of personal data that is offered and processed via e-mail and telephone. For this reason, everyone involved is free to transfer personal data to us via e-mail and telephone, giving us permission to process the transferred data in our customer base.

#### **1. Name and address of the controller**

Controller under the General Data Protection Regulation (GDPR), other data protection legislation applicable in the Member States of the European Union and other data protection provisions is:

Terneuzen Port Service:  
Industrieweg 4  
4538 AH Terneuzen  
Zeeland  
Telefoon: (0031)115 630 148  
E-mail: [info@terneuzenportservice.nl](mailto:info@terneuzenportservice.nl)  
Website: [www.terneuzenportservice.nl](http://www.terneuzenportservice.nl)

#### **2. Contact via the website**

The website of Terneuzen Port Service contains information that enables a quick electronic contact with our company, as well as direct communication with us, which also contains a general address of the so-called electronic mail (e-mail address). If a person concerned contacts the person responsible by e-mail, only the e-mail address with which you send the e-mail will be communicated to us with the information placed therein. This e-mail address is only used to give you a reaction to the question / comment sent in your e-mail. There is no transfer of this personal data to third parties, if this is not necessary,

#### **3. Delete routine and block personal data**

The controller shall process and store the personal data of the data subject only for the period necessary to achieve the purpose of storage, or to the extent permitted by the European legislator or other legislators in legislation or regulations to which the controller is subject.

If the storage target no longer applies, or if a retention period prescribed by the European legislator or other competent legislator expires, the personal data will be routinely blocked or deleted in accordance with legal requirements.

#### 4. Rights of the person concerned

##### a) Right to confirmation

Each data subject has the right given by the European legislator to obtain confirmation from the controller that personal data about him or her are processed or not. If a data subject wishes to make use of this right of confirmation, he or she can contact an employee of Terneuzen Port Service at any time.

##### b) Right of access

Each data subject has the right granted by the European legislator to obtain free of charge information about his or her stored personal data from the controller and a copy of this information. In addition, the European directives and regulations give the person concerned access to the following information:

- the purposes of the processing;
- the categories of personal data in question;
- the recipients or categories of recipients to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organizations;
- where possible, the intended period for which the personal data is stored or, if not possible, the criteria used to determine that period;
- the existence of the right to request rectification or erasure of personal data from the controller, or to limit the processing of personal data with regard to the data subject, or objection to such processing;
- the existence of the right to lodge a complaint with a supervisory authority;
- when the personal data are not collected from the data subject, all available information with regard to their origin;

Moreover, the data subject has the right to obtain information about whether personal data are transmitted to a third country or to an international organization. If this is the case, the person concerned has the right to be informed about the appropriate guarantees regarding the transfer.

If a data subject wishes to make use of this right of access, he or she can contact an employee of Terneuzen Port Service at any time.

##### c) Right to rectification

Each data subject has the right granted by the European legislator to obtain the rectification of inaccurate personal data concerning him or her from the controller without delay. Considering the purposes of the processing, the data subject has the right to complete incomplete personal data, including by providing a supplementary statement.

If a data subject wishes to exercise this right to rectification, he or she may contact an employee of Terneuzen Port Service at any time.

##### d) Right to delete (right to be forgotten)

Each data subject has the right granted by the European legislator to obtain from the controller the erasure of personal data relating to him or her without undue delay, and the controller is obliged to delete personal data without undue delay when one of the following reasons applies if the processing is not necessary:

- The personal details are no longer required in connection with the purposes for which they were collected or otherwise processed. (Identification proof is destroyed after 2 years)
- The data subject withdrew the consent with which the processing takes place, in accordance with Article 6 (1) (a) of the AVGB, or under a) of Article 9 (2) of the GDPR, and when there is no other legal basis for the processing.
- The data subject objects to the processing in accordance with Article 21 (1) of the GDPR and there are no decisive legitimate reasons for the processing, or the data subject objects to the processing in accordance with Article 21 (2) of the GDPR.
- The personal details have been processed unlawfully.
- The personal data must be deleted in order to comply with a legal obligation in the legislation of the Union or the Member State to which the controller is subject (for instance with an expiration time of an identification certificate and / or certificate).
- The personal data have been collected regarding the provision of information society services as referred to in Article 8 (1) of the

If one of the above reasons applies, and a data subject wishes to request the removal of personal data stored by Terneuzen Port Service, he or she may contact a member of our office at any time. An employee of Terneuzen Port Service will immediately ensure that the request for deletion is immediately met.

Where the personal data subject to the data processing has made public and is required to delete the personal data pursuant to Article 17 (1), the controller shall take reasonable measures, including technical measures, taking into account available technology and implementation costs, other controllers who process the personal data requested by the data subject to remove such links from links to or copies or replication of those personal data, to the extent that processing is not required. An employee of Terneuzen Port Service will take the necessary measures in individual cases.

#### e) Right to limit processing

Every data subject has the right granted by the European legislator to obtain a limitation of the processing from the controller if one of the following situations applies:

- The accuracy of the personal data is disputed by the data subject during a period that enables the controller to verify the correctness of the personal data.
- The processing is unlawful, and the data subject is against the erasure of the personal data and instead requests the restriction of their use.
- The data controller no longer needs the personal data for the purposes of the processing, but these are required by the data subject for instituting, exercising, or defending legal claims.
- The person concerned objected to processing in accordance with Article 21 (1) of the GDPR pending verification that the legitimate reasons for the processor prevail over those of the data subject.

If one of the above conditions is met and a data subject wishes to request the limitation of the processing of personal data stored by Terneuzen Port Service, he or she can contact an employee of our office at any time. The Terneuzen Port Service employee arranges the limitation of the processing.

#### f) Right to data portability

Every data subject has the right given by the European legislator to receive personal data concerning him that have been provided to a controller in a structured, widely used, and machine-readable format. He or she shall be entitled to transfer such data to another controller, without impeding the data controller whose personal data have been provided, provided that processing is based on consent in accordance with Article 6 (1) (a) of the GDPR or point (a) of Article 9 (2) of the GDPR or an agreement pursuant to Article 6 (1) (b) of the GDPR and processing is carried out by computerized means as long as the processing is not necessary for the performance of a task performed in the public interest or in the exercise of public authority by the controller.

Moreover, in exercising his right to data portability in accordance with Article 20 (1) AVG, the data subject has the right to transfer personal data directly from one to the other to another, if this is technically feasible and if this is not the right. and adversely affecting the liberties of others.

In order to assert the right to data portability, the data subject can contact an employee of Terneuzen

#### g) Right of objection

Each data subject has the right granted by the European legislator to object at any time to the processing of personal data relating to him, based on point (e) for reasons related to his or her specific situation.) or (f) of Article 6 (1) of the GDPR. This also applies to profiling based on these provisions.

Terneuzen Port Service will no longer process personal data in the event of an objection, unless we can demonstrate convincing legitimate reasons for the processing that ignore the interests, rights, and freedoms of the data subject, or for the establishment, exercise, or defense of legal claims.

If Terneuzen Port Service processes personal data for direct marketing purposes, the data subject has the right to object at any time to the processing of personal data relating to him for such marketing. This applies to profiling insofar as it is related to such direct marketing. If the person concerned objects to this processing for direct marketing purposes, Terneuzen Port Service will no longer process the personal data for these purposes.

In addition, the data subject has the right, for reasons related to his or her specific situation, to object to the processing of personal data of him or her by Terneuzen Port Service for scientific or historical research purposes, or for statistical purposes in accordance with Article 89 (1) of the GDPR, unless the processing is necessary for the execution of a task that is performed for reasons of public interest.

In order to exercise the right of objection, the person concerned can contact an employee of Terneuzen Port Service. Moreover, the data subject is free to use information society services and notwithstanding Directive 2002/58 / EC, for his or her right to object through automated means using technical specifications.

#### **h) Automated individual decision making, including profiling**

Each data subject has the right granted by the European legislator not to be the subject of a decision based solely on automated processing, including profiling, which has legal consequences in connection with him or her, or in the same way to him, as long as the decision is not necessary to enter into or execute a contract between the person concerned and a controller, or is not permitted under the law of the Union or the Member State to which the controller is subject and which also take appropriate measures to protect the rights and freedoms and legitimate interests of the data subject, or is not based on the explicit

If the decision is necessary for the conclusion or performance of a contract between the data subject and a data controller, or it is based on the explicit consent of the data subject, Terneuzen Port Service implements appropriate measures for indemnity. the rights and freedoms and legitimate interests of the data subject, or at least the right to human intervention by the controller, to make his or her point of view known and contest the decision.

If the data subject wishes to exercise the rights relating to automated individual decision-making, he or she can contact an employee of Terneuzen Port Service at any time.

#### **i) Right to withdraw data protection consent**

Each data subject has the right granted by the European legislator to withdraw his or her consent to the processing of his or her personal data at any time.

If the person concerned wishes to withdraw the right to withdraw the consent, he or she can contact an employee of Terneuzen Port Service

### **5. Data protection for applications and application procedures**

The data manager collects and processes the personal data of applicants with a view to processing the application procedure. Processing can also be carried out electronically. This is particularly the case when an applicant submits corresponding application documents to the controller by e-mail. If the data manager concludes an employment contract with an applicant, the submitted data is stored with a view to processing the employment relationship in accordance with the legal requirements.

If the controller does not conclude an employment contract with the applicant, the application documents are automatically deleted two months after notification of the refusal decision, provided that no other legitimate interests of the controller are against erasure. Other legitimate interests in this relationship are, e.g. a burden of proof in a procedure under the General Equal Treatment Act (AGG).

### **6. Legal basis for processing**

Art. 6 paragraph 1 a GDPR serves as the legal basis for processing operations for which we obtain permission for a specific processing purpose. If the processing of personal data is necessary for the performance of a contract to which the party concerned is party, as is the case, for example when processing is necessary for the delivery of goods or to provide another service, processing based on Article 6 paragraph 1 b, GDPR. The same applies to such processing operations that are necessary for the execution of pre-contractual measures, for example in the case of investigations relating to our products or services. Is our company subject to a legal obligation requiring the processing of personal data, such as for compliance with tax obligations, the processing is based on art. 6 paragraph 1 c GDPR. In rare cases, the processing of personal data may be necessary to protect the vital interests of the data subject or of another natural person. This would be the case, for example, if a visitor were injured in our company and his name, age, health insurance data or other essential information should

be passed on to a doctor, hospital or other third party. Then the processing would be based on Art. 6 paragraph 1 d GDPR. Finally, the processing operations could be based on Article 6 (1) f GDPR. This legal basis is used for processing operations that are not covered by one of the above-mentioned legal grounds, if processing is necessary for the legitimate interests pursued by our company or by a third party, unless these interests are breached by the interests or fundamental rights and freedoms of the data subject who require the protection of personal data. Such processing is particularly permitted because it is specifically mentioned by the European legislator. He believed a legitimate interest can be presumed if the person concerned is a client of the controller (recital 47, sentence 2)

#### **7. The legitimate interests pursued by the controller or by a third party**

When the processing of personal data is based on article 6 paragraph 1 f GDPR our legitimate interest is to exercise our activities in favor of the well-being of all our employees and the shareholders.

#### **8. Period for which personal data is stored**

The criteria used to determine the period of storage of personal data is the respective legal retention period. After this period has expired, the associated data is routinely removed, if this is no longer required for the execution of the contract or entering into a contract (identity documents and / or certificates are removed after 2 years).

#### **9. Providing personal data as legal or contractual requirement; Required necessary to enter a contract; Obligation of the data subject to provide the personal data; possible consequences of not providing such data**

We clarify that the provision of personal data is partially legally required (such as tax regulations) or can also arise from contractual provisions (such as information about the contract partner). Sometimes it may be necessary to conclude a contract that provides the person concerned with our personal information, which must then be processed by us. For example, the person concerned is obliged to provide us with personal information when our company signs a contract with him or her. Failure to provide the personal data would mean that the contract with the person concerned could not be closed. Before personal data are provided by the data subject, the data subject must contact an employee. The employee clarifies to the data subject whether providing the personal data is legally or contractually required or necessary for the conclusion of the contract, whether there is an obligation to provide the personal data and the

#### **10. ICT security documents**

We are also obliged to pass on the necessary legal documents, such as passports, driving licenses and / or certificates from hired working visitors, to third parties who need these details from us when entering a third-party site. After receiving these documents from the hired working visitors with the accompanying personal data, and forwarding these documents, we keep them in our (by B & P ICT in Breskens, secured) system until they have expired and / or after 2 years.

#### **11. Existence of automated decision-making**

As a responsible company, we do not use automatic decision making or profiling.

#### **Definitions**

The Terneuzen Port Service data protection statement is based on the conditions used by the European legislator for the adoption of the General Data Protection Regulation (GDPR). Our data protection statement must be readable and understandable for the general public, but also for our customers and business partners. To ensure this, we first want to explain the terminology

In this data protection statement, we use the following conditions, among others:

##### **a) Personal data**

Personal data means all information relating to an identified or identifiable natural person ("data subject"). An identifiable natural person is someone who can be identified directly or indirectly.

##### **b) The person concerned**

The person concerned is an identified or identifiable natural person, whose personal data are processed by the controller.

**c) Processing**

Processing is any operation or set of actions performed on personal data or on collections of personal data, whether or not by automated means, such as collection, recording, organization, structuring, storage, modification or modification, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, adaptation or combination, restriction, erasure or destruction.

**d) Limitation of processing**

Limiting processing is the marking of stored personal data with the aim of limiting their processing in the future.

**e) Profiling**

Profiling means any processing of personal data consisting of the use of personal data to evaluate certain personal aspects relating to a natural person, in particular to analyze or predict aspects concerning the performance of that natural person at work, economic situation, health, personal preferences, interests, reliability, behavior, location or movements.

**f) Pseudonymization**

Pseudonymisation is the processing of personal data in such a way that the personal data can no longer be attributed to a specific data subject without the use of additional information, provided that such additional information is kept separately and is subject to technical and organizational measures to ensure that that the personal details are not attributed to an identified or identifiable natural person.

**g) Controller or controller responsible for processing**

The controller or controller responsible for the processing is the natural or legal person, the public authority, the agency, or any other body that determines the purposes and means for the processing of personal data, alone or together with others; where the purpose and means of such processing are determined by Union or national law, the controller or the specific criteria for their designation may be regulated by Union or Member State law.

**h) Receiver**

The recipient is a natural or legal person, a government agency, an agency, or another body to whom the personal data are provided, whether they are third parties. However, public authorities which may receive personal data in accordance with Union or Member State law during a given investigation shall not be considered as recipients; the processing of such data by those public authorities must comply with the applicable data protection rules according to the purposes of the processing.

**i) Third parties**

Third party is a natural or legal person, public authority, body, or body that is not the data subject, controller, processor and persons authorized, under the direct authority of the data controller or processor, to process personal data.

**j) Permission**

The data subject's consent is a free, specific, informed, and unambiguous indication of the wishes of the data subject with which he or she, by means of a declaration or a clear confirmatory act, agrees to the processing of personal data relating to him or her.