

PRIVACY POLICY



WE KNOW FIRE
WE KNOW SAFETY
WE KNOW YOU

Hugen MfA is a Trading Name of SK FireSafety Group B.V.

SK FireSafety Group B.V., with its registered office at Huifakkerstraat 22 4815PN Breda, and its affiliated organisations, are responsible for the processing of personal data as laid down in this privacy statement.

Contact details:

Huifakkerstraat 22 4815PN
Breda +31 76 5487000
Chamber of commerce 34377806
<http://www.skfiresafetygroup.com>

The Netherlands:

Saval B.V., Chamber of Commerce 20062192, www.saval.nl
Brandbeveiliging Alkmaar B.V., Chamber of Commerce 37066165,
www.vooralleveiligheid.nl
Simplus Brandblusapparaten B.V., Chamber of Commerce 23009081, www.simplus.nl
Hugen Brandbeveiliging en Adviesbureau B.V. , Chamber of Commerce 09075620,
www.hugen.com
Hugen Maintenance for Aircraft B.V, Chamber of Commerce 09075621,
www.hugenmfa.com
De Vries Brandbeveiliging B.V. , Chamber of Commerce 55851630,
www.devriesbrandbeveiliging.nl
Fire Safety First B.V., Chamber of Commerce 63767988

Belgium:

Saval N.V., Company No. 0413.791.211, www.saval.be
Somati Systems, Company No. 0844.814.966, www.somatisystems.be
De Groene Vlam, Company No. 0840.588.934 www.degroenevlam.be

United Kingdom:

Knowsley SK Limited, Company No. 01789152, www.knowsleysk.co.uk
Avia Technique Limited, Company No. 04494889, www.aviatechnique.co.uk
Meridian Technical Services Limited, Company No. 02978962,
www.merdiantechnicalservices.com

Norway:

Noha AS, Company No. 945 429 070, www.noha.no

Introduction



SK FireSafety Group B.V. and its affiliated companies comply with the legislation applicable to the processing of personal data. The basic principles and obligations are set out in Regulation (EU) 2016/679 of the European Parliament and the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC. These regulations are also referred to as the General Data Protection Regulation (GDPR). Directive 2002/58/EC of the European Parliament and the Council of 12 July 2002 concerning the processing of personal data and the protection of privacy in the electronic communications sector applies in special cases (e.g. the processing of location data; the use of cookies).

Definitions

a. Personal details

Personal data concern all information relating to an identified or identifiable natural person, also referred to as the data subject. A person is deemed identifiable when a natural person can be directly or indirectly identified, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more characteristics specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

b. Controller

The controller is a natural or legal person, e.g. a company, government agency, department or other body which, individually or together with others, establishes the objective and means for the processing of personal data.

For example, SK FireSafety Group B.V. is a legal person (entity) that is the controller for the processing of personal data of its employees within the framework of its personnel management.



c. Processor

The processor is a natural or a legal person, a government agency, department or another body which processes personal data for and on the exclusive instruction of the controller.

d. The processing of personal data

The processing of personal data is any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means (e.g. software), such as the collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or other form of disposal, alignment or combination, restriction, erasure or destruction of data.

An example of processing personal data is when the organisation collects the contact details of the contact persons at its clients and stores them in the Client Relationship Management (CRM) software system of the organisation or in a paper customer database.

Personal data that we process

SK FireSafety Group B.V. processes your personal details because you make use of our services and/or because you have provided them to us yourself. The overview below lists the personal data that we process:

- First name and surname;
- Date of birth¹;
- Gender;
- Address details;
- Telephone number;
- E-mail address.

¹ The date of birth is only recorded in the Netherlands if attending training courses



We do not process data from special categories

The purpose for and the basis on which we process personal data

The collection and use of certain data is necessary to provide a framework for legitimate commercial interests, for example offering products and services that may be of interest to you or conducting market research to improve our products and services. When we process data from you on this basis, we will take the necessary measures to prevent the processing from causing an infringement of your rights and freedoms under the privacy legislation.

Automated decision-making

SK FireSafety Group B.V. does not take decisions based on automated processes about matters that may have (considerable) consequences for people. This concerns decisions that are taken by computer programs or systems without the intervention of a person (such as an employee of SK FireSafety Group B.V.).

How long do we store personal data?

SK FireSafety Group B.V. retains your personal data for no longer than is necessary in order to achieve the objectives for which your details are collected. We observe the statutory retention periods in this respect.

Sharing personal data with third parties

SK FireSafety Group B.V. only discloses data to third parties if needed for the performance of our agreement with you or to comply with a legal obligation.

Cookies or similar technologies that we use

SK FireSafety Group B.V. only uses technical and functional cookies And analytical cookies that do not violate your privacy. A cookie is a small text file that is placed on your computer, tablet or smartphone during your first visit to this web site. The cookies that we use are necessary for the functioning of the web site and your convenience as a user. They make sure that the web site functions properly and they keep track of your preferences for example. This also allows us to optimize our web site. You can get rid of cookies by changing the settings of your Internet browser so



that it no longer stores any cookies. Additionally, you can also remove all the information that was stored previously because of the settings of your browser.

Access, rectify or delete personal data

You have the right to access, correct or delete your personal data. You also have the right to withdraw any permission for or object to the processing of your personal data by SK FireSafety Group B.V. and you also have the right of data portability.

That means that you can submit a request to us to transfer the personal data that we have on you in a computer file to either yourself or to another organization specified by you. You can send your request for access, rectification, deletion and transfer of your personal data or your notice of withdrawal of your consent or your notice of objection to the processing of your personal data to GDPR@skfiresafetygroup.com.

To make sure that the request for access was submitted by you, we need you to include a copy of your proof of ID with your request. Please black out your passport picture, MRZ (machine readable zone, which is the sequence of numbers at the bottom of the passport page, passport number and Citizen Service number (BSN) in this copy. This is to protect your privacy.

We will respond to your request as soon as possible and no later than four weeks. SK FireSafety Group B.V. further wishes to point out that you have the opportunity to file a complaint with the national regulator, the Dutch Data Protection Authority (Dutch DPA). To do so, use the link below:

<https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons> of

https://www.belgium.be/nl/justitie/privacy/bescherming_persoonsgegevens.

How we protect personal data

SK FireSafety Group B.V. takes personal data protection very seriously and we, therefore, take appropriate measures to protect your personal data against misuse, loss, unauthorised access, unwanted disclosure and unauthorised alteration. If you are under the impression that your data are not protected properly or there are indications of misuse, please contact our customer service department or write an e-mail to one of the addresses below:



SK Firesafety Group	: GDPR@skfiresafetygroup.com
Saval B.V.	: GDPR@saval.nl
Saval N.V.	: GDPR@saval.be
Somati Systems N.V	: GDPR@somatisystems.be
Simplus Brandblusapparaten B.V	: GDPR@simplus.nl
Brandbeveiliging Alkmaar B.V.	: GDPR@vooralleviligheid.nl
Hugen Brand & Adviesbureau B.V.	: GDPR@hugen.com
Hugen Maintenance for Aircraft B.V.	: GDPR@hugenmfa.com
De Vries Brandbeveiliging B.V.	: GDPR@devriesbrandbeveiliging.nl
De Groene Vlam B.V. / B.A.	: GDPR@degroenevlam.be
Fire Safety First B.V	: GDPR@firesafetyfirst.nl
Knowsley SK Limited	: GDPR@knowsleysk.co.uk
Avia Technique Limited	: GDPR@skaerosafetygroup.com
Meridian Technical Services Limited	: GDPR@skaerosafetygroup.com
Noha AS	: GDPR@noha.no

Entry into force

This policy comes into force on 25/05/2018.

