# **Privacy and Cookie Policy decover**

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**Decover B.V.**, trading as **decover** and registered with the Chamber of Commerce under **KVK 65259572** is located at Dorpenweg 21B, 5352 LB in Deursen-Dennenburg (Ravenstein).

decover operates the websites hospitality-menucovers.co.uk, gastro-speisekarten.de and hospitality-menucovers.co.uk.

decover processes personal data, including yours. It is important to us that your data is and remains well protected. We also like to be clear about what we record, why we do it and what your rights are. In this privacy policy, which is in line with the General Data Protection Regulation (GDPR), we explain this to you. You will also find our cookie policy at the bottom of this page.

## What data we process

Decover processes personal data. This data tells us something about someone. For example, what your name is, where you live, whether you are a man or a woman and (in the case of business contact) what your position is in the company. Processing personal data involves, for example, collecting, storing, using and deleting it.

Depending on the purpose, decover processes different personal data.

- company and/or trade name, first and last name of contact person, address, telephone number, e-mail address
- VAT number, Chamber of Commerce number (in the case of a sole proprietorship or general partnership, these are personal data)
- which products you are interested in (offer) or what you have bought from us (orders)
- information you share with us yourself, for example in a comments field or during a telephone conversation

### When we process personal data

We receive your data because you give it to us yourself. When you fill in a form on our website, we process personal data, but also when you call us, send us an e-mail, we have personal data about you that we process.

Although we focus on the business market, you may contact us as a private individual. Even then, we process your personal data.

### Why do we process personal data

Decover processes personal data on the legal basis of 'legitimate interest' and the 'performance of an agreement'. We use and store your personal data to serve you as quickly, easily and well as possible and for the following purposes:

• **Getting in touch**. You can contact us through various channels: telephone, post, e-mail and, for example, social media. If you have asked a question via a form on one of our website(s),

we will at least process your first and last name, telephone number and e-mail address so that we can contact you.

- Making an offer and selling products: If you ask for an offer or order a product, we process personal data to make an appropriate offer and then properly execute any agreement we conclude.
- **Create an account:** If you create an account on one of our websites, you will be able to order products from us more quickly. To recognise you as a (potential) customer after logging in and to be able to make you an appropriate offer, we process personal data.
- **Marketing**: You can sign up for one or more newsletters with us in various ways. With the <u>form on our website</u> explicitly intended for this purpose, you subscribe directly. If you want to get in <u>touch</u> or request a <u>quote</u>, you first have to tick a box in the form you fill in on our website. After registration, we can inform you about activities and products from ourselves or our partners, tailored to your situation.
- Legal requirement: Without your personal data, it is not possible for us to deliver products to you. This is because we are legally obliged to record with whom we do business and must also keep certain data. Think about invoices. These contain your name and address, but also what you have bought from us.

## **Third parties**

Sometimes we engage other parties to process personal data on our behalf. Think of a courier that delivers mail to you for us or a printing company that provides printing for us. Under the GDPR, these are 'processors'. We may only engage such parties if it suits the purpose for which we have processed your personal data. We conclude Processor Agreements with parties that process data about you on our behalf.

Furthermore, we only provide data to third parties if we have obtained your consent, if it is necessary to complete your order or if required by law.

### Rights

Your data belongs to you. Of course, you have the right to see what data we process about you.

You can object to the processing of your personal data.

- Does it involve marketing? If so, we will terminate that processing as soon as possible.
- Do you think we have incorrect data on you? Let us know and we'll update it.
- If you feel that we are processing your personal data unlawfully or incorrectly, you can also have that processing restricted.
- If you want us to delete your data, you can let us know and we will throw away anything we do not have to keep on legal grounds.

We do not keep your data for longer than necessary to maintain contact with you, provide our services, offer service and meet legal retention periods.

If you want to unsubscribe yourself from our newsletters, you can click on 'unsubscribe' in every email. You will then be taken to a web page where you can indicate that you no longer wish to receive newsletters from us.

#### A question or a complaint

To exercise your rights, please contact us by e-mail at info@decover.nl or by post: decover, Dorpenweg 21 b, 5352 LB in Deursen-Dennenburg (Ravenstein).

Do you have a question or complaint about the processing of personal data? If so, please contact with us. Can't work it out together? You can also contact the <u>Personal Data Authority<sup>1</sup></u>.

#### In conclusion

decover respects your privacy and ensures that your data is treated confidentially. Your personal data are treated and recorded in accordance with all applicable privacy regulations.

This privacy notice is tailored to the way we currently interact with you. Innovations and improvements in our processes may lead to changes in this privacy statement. We therefore advise you to reread this statement regularly.

## Cookies

When you visit a decover website, we record your visit with cookies. We use cookies to provide you with greater ease of use and the most relevant information through our website(s).

A cookie is not personal data, but a small file that is sent to your computer when you visit our websites. Cookies allow us to recognise your computer, tablet or mobile the next time you visit our website(s).

You can refuse the use of cookies. You can adjust your settings yourself in your browser. By refusing cookies, you may not be able to use all the possibilities of our website(s).

### **Measurement scripts**

We also use measurement scripts. With these, we collect statistics about visitors on our website and analyse how we can improve our website. Your IP address is anonymised and no data is exchanged for other purposes.

<sup>&</sup>lt;sup>1</sup> Personal Data Authority: there will be a link to <u>https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens</u> on the website here