# **Privacy statement**

In this privacy statement we inform you about the personal data that we collect and how we process it.

Our contact details are:

Florapodium PO Box 1009 1430 BA Aalsmeer

www.florapodium.nl

We apply the following principles concerning the GDPR:

### Lawfulness and transparency

Personal data is carefully processed and stored in accordance with the law. We only store the information that we need and the information is always available to the relevant person.

## **Purpose**

Florapodium only processes personal data with just cause. This means that we only use your data for the purpose for which it was collected.

We collect the following data from our customers:

- Name, address, city, telephone number
- E-mail address
- Delivery address
- Financial data for the payment of the products (IBAN, Swift, bank account number)
- Chamber of Commerce
- VAT number

# For the purpose of:

- Maintaining contact with our customers
- Sending data of the purchased products digitally
- Delivering purchased products to the right location
- Ensure correct payment procedures
- Send information and / or invitations regarding relevant business activities

We collect the following data from suppliers:

- Name, address, location, telephone number
- E-mail and EKT address
- Contacts
- Financial data for the payment of the products (IBAN, Swift, auction number)

For the purpose of:

- Maintaining contact with our suppliers
- Place orders
- Receive data from the purchased products digitally
- Ensure correct payment procedures
- Complying with legal obligations
- Send information and / or invitations regarding relevant business activities

#### **Data minimization**

Florapodium strives for minimal data processing. We only store data that are required for the agreed purposes, which are named above.

#### **Basis**

We process your personal data to comply with the agreement that we have with you as:

- a customer with the aim of delivering flowers, plants and related products
- a supplier in connection with the delivery of products and / or the provision of services

### Saving period

Florapodium does not store personal data for longer than necessary in order to be able to perform the duties and / or to comply with legal obligations

# Integrity

Florapodium handles your personal data with the utmost care and treats it confidentially. Personal data are only processed by specially designated employees and are only used for the agreed purposes. Florapodium has secured access to this data.

In the unlikely event that a data breach occurs, the person (s) involved will be informed by us immediately.

### **Sharing with third parties**

When cooperating with external parties, where data processing of personal data is involved, Florapodium will acquire agreements about the requirements that this data exchange must meet. Third parties may be external advisers or service providers, tax authorities or supervisory authorities. These agreements will meet the legal requirements.

# Rights of those involved

The rights of those involved are always respected:

- You have the right to inspect what Florapodium has saved from you
- You have the right to have personal data changed
- You have the right to have personal data removed

### **Amendments**

In the event of changes to this privacy statement, we will keep you informed via our website.

This privacy statement was last modified on: 20 May 2018

If on the basis of the above privacy statement you wish to have a separate agreement with us or if you you want to change your details? Please contact us via email: caroline.haakman@barendsen.nl or by phone via: 0297-386156.