

## **Privacy statement Polyscope Polymers BV**

The object of this privacy statement is to explain how Polyscope Polymers BV uses personal data and also which measures Polyscope has taken to safeguard the privacy of personal data.

### **Contact details for Polyscope**

Polyscope Polymers BV, Prins de Lignestraat 28, 6161 CZ Geleen, The Netherlands, Tel.: +31 (0)46 75 000 10, e-mail: [info@polyscope.eu](mailto:info@polyscope.eu), [info@xibond.com](mailto:info@xibond.com), <https://www.polyscope.eu>, <https://www.xibond.com>

Personal data we process

Polyscope processes your personal data if you use or have used our services and/or because you have provided us with the personal data in question. Polyscope may process the following personal data pertaining to you, depending on which services and functionalities you use on our website:

First name and surname;

Address details;

Gender;

Nationality;

Company information;

Position/title;

Telephone number;

E-mail address;

Linkedin profile;

Other personal data that you actively provide (by creating a profile on this website, in correspondence and by telephone, for example).

### **Which special or sensitive data we process**

It is not the intention for our website and/or service to collect sensitive personal data or personal data about website visitors who are under the age of 16, except where Polyscope has the consent of parents or guardians to do so. Given our inability to check whether a visitor is older than 16, we advise parents to be aware of the online activities of their children, which will prevent data about children being collected without parental consent. If you are sure that we have collected personal data about a minor without consent, contact us via [info@polyscope.eu](mailto:info@polyscope.eu) or [info@xibond.com](mailto:info@xibond.com) and we will delete the information in question.

## **Purpose for which we process personal data and how we do this**

Polyscope processes your personal data for the following purposes:

- The possibility to offer samples to order via our website and to utilise the functionalities and services on our websites;
- To be able to contact you for any vacancies or other job opportunities at Polyscope;
- To be able to process and maintain your job application;
- To be able to process a question or complaint from your company, or a response to a question or complaint, and to approach you about a question or complaint;
- To send (electronic) newsletters and/or post on the basis of subject/business line;
- To be able to call or e-mail you, if necessary for the provision of our services;
- To inform you of any changes to our services and products.

## **Automated decision-making or profiling**

Polyscope will not make decisions about matters that could have (far-reaching) consequences for people on the basis of automated processing operations. The decisions in question are those made by computer programs or systems, without the intervention of a human (a Polyscope employee, for example).

## **How long does Polyscope retain personal data**

Polyscope will retain your personal data no longer than strictly necessary to achieve the purposes for which it is collected. We observe the retention periods below for the following (categories of) personal data:

CV, motivation letters, data pertaining to your education and information related to any vacant application and/or other job opportunities are retained for 3 months; all of the aforementioned may be retained for a period of one year with the consent of the applicant;

Other personal data actively provided by you: 24 months, for archive and statistical purposes.

## **Sharing personal data**

Internally: Polyscope will only share personal data with Polyscope employees who have a need to know in relation to their position and duties.

Externally: Polyscope will only provide personal data to third party data controllers if such provision is necessary for the performance of our agreement with you or to comply with a legal obligation.

If companies process personal data on our behalf (so-called data processors), we enter into a data processing agreement with them to ensure that the same level of security and confidentiality is maintained in relation to the personal data in question. Polyscope will continue to be responsible for processing operations in this situation.

Polyscope may also provide personal data to external parties that are based in countries outside the European Economic Area. Where this is the case Polyscope has entered into agreements with these external parties too, ensuring an adequate level of data protection equivalent to Europe. Within

Polyscope, binding rules are in place to ensure that the same protection is provided for personal data at all Polyscope locations, both within Europe and elsewhere.

### **Cookies or similar technologies**

Xibond.com only uses technical and tracking cookies listed below, which do not breach your privacy.

Technical cookies:

- **PHPSESSID**  
Keep track of which user session is active. Used for caching and security.
- **f3ea074e2d3ca9ff745431f34f318f7c**  
Keep track of which settings and rights are active in the management environment (provided the user has rights to do so).

Tracking cookies (Marketing Automation):

- **env-visitor**  
Unique ID for a person using the environment via device + client (browser).

A cookie is a small text file that is saved on your computer, tablet or smartphone when you visit our website for the first time. The cookies that we use are vital for the technical functioning of the website and for your ease of use. They ensure that the website works properly and remember your preferred settings, for example. They also enable us to optimise our website. You can opt out of cookies, which means that cookies will not be saved any more, by changing your settings on your internet browser. You can delete all information saved previously via your personal browser settings too.

### **Accessing, correcting or deleting data**

You have the right to access, correct or delete your personal data. You also have the right to withdraw any consent you might previously have given for data processing and to object to the processing of your personal data by Polyscope. Your right to data portability means that you can request us to send you, or an organisation of your choice, a computer file containing all of the personal data we have that pertain to you. Please send all personal-data access, correction, deletion and data-transfer requests and requests to withdraw your consent or object to the processing of your personal data to [info@polyscope.eu](mailto:info@polyscope.eu) or [info@xibond.com](mailto:info@xibond.com). To ensure that you are the originator of a request to access your personal data, always include a copy of your identity document with your request. To protect your privacy, always black out your passport photo, MRZ (machine readable zone, the strip of numbers at the bottom of the passport) and your passport number and citizen service number (for example BSN). We will respond to your request as soon as possible, being within four weeks at the very latest.

### **How we secure personal data**

Polyscope takes the protection of your data seriously and puts appropriate measures in place to prevent misuse, loss, unauthorised access, unwanted disclosure and unauthorised changes. For example, we ensure that personal data is only accessible to individuals who need access to them, that access to data is protected and that our safety measures are evaluated on a regular basis. If you feel that your data has not been secured properly or if there are signs of misuse, please contact Polyscope immediately via [info@polyscope.eu](mailto:info@polyscope.eu) or [info@xibond.com](mailto:info@xibond.com). We have put in place

procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

### **Complaints**

If you would like to submit a complaint to Polyscope, please contact us via [info@polyscope.eu](mailto:info@polyscope.eu). If you are unable to resolve your complaint with us, you also have the right to submit a complaint to the national supervisory authority, the Dutch Data Protection Authority (Autoriteit Persoonsgegevens). Submit your complaint via the following link:

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

### **Changes to this privacy statement**

Polyscope may update this privacy statement from time to time. All updates will be published on this website. You are advised to check this privacy statement on a regular basis, to ensure that you are aware of any updates issued.