

PRIVACY STATEMENT TLS - Boca Systems (AND AFFILIATED BUSINESSES)

TLS - Boca Systems (TLS) is responsible for the processing of various types of personal data. This statement explains which personal data are processed and how TLS deals with those data. This privacy statement was most recently changed on 15 May 2018. TLS reserves the right to unilaterally change or supplement this statement. You are therefore advised to consult this privacy statement on a regular basis. In the event of substantial changes to TLS' privacy policy, we will make a clear announcement on our website. Apart from this privacy statement, TLS would also like to refer you to its Cookie Policy.

1. Personal data processed by TLS

TLS processes personal data presented to TLS by you as a visitor of the website of TLS (www.tls-bocasystems.com), as a job applicant, or as a (potential) client, customer, supplier, or co-contracting party of TLS. We only process personal data that is sufficient, appropriate, and limited to what is required in order to achieve the objectives. TLS does not use the personal data obtained for purposes other than for which it is obtained. It concerns the following personal data:

- contact details, as provided on the website of TLS;
- contact details provided during acquisition talks, introductions, seminars, and other events;
- personal data that are made available via public sources or that are obtained from the trade register of the Chamber of Commerce;
- personal data within the framework of a job application such as your contact details, date of birth, nationality, marital status, and other contact details given in or with your job application.

Contact details are taken to mean:

- your first name and surname;
- your address details;
- your telephone number;
- your e-mail address.

2. The basis for processing

TLS will only process personal data if and insofar as at least one of the following conditions is met:

- the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- processing is necessary for the performance of a contract to which the data subject is a party or in order to take steps at the request of the data subject prior to entering into a contract;
- processing is necessary for compliance with a legal obligation to which the controller is subject;
- processing is necessary in order to protect the vital interests of the data subject or of another natural person;
- processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

3. Purpose of processing

TLS processes personal data in order to implement the agreement in which you have instructed TLS to provide our products/services. Depending on the content of your instruction, personal data are processed and possibly the personal data of others in order to handle your instruction. Your data are also used to provide you with information, to maintain contact (for instance, within the framework of newsletters and invitations to events), and within the frameworks of invoicing, job applications, and fulfilling statutory obligations.

When personal data are used for purposes other than for which they were obtained, we will review the legal ground for the processing in question. If there is no legal ground, we will ask for consent (again). In certain situations, TLS may share your personal data with third parties. No personal data are shared with third parties for commercial purposes. During events, however, it may be possible that contact details of attendees are exchanged.

4. Retention periods

The basic principle is that personal data are not retained any longer than is strictly necessary for the purpose of the processing or to fulfil a statutory obligation. When the prevailing retention period has lapsed, the relevant data will be destroyed.

5. Rights of the data subjects

Everyone has the right to inspect, correct, or delete their personal data. Data subjects also have the right to withdraw any permission for or object to the processing of their personal data by TLS. Furthermore, everyone has the right to data portability. This means that you can submit a request to us to send your personal data that we process to you or to another organisation in a computer file, in accordance with your instructions. TLS will have to ensure in advance that such a request is made by the data subject. You can submit a request for access, correction, deletion, or transfer of your personal data or withdraw your permission for or object to the processing of your personal data by sending an e-mail to info@tls-bocasystems.com. If you feel that TLS is not handling your personal data correctly, please contact us. Naturally, you can also submit a complaint to the national supervisory body, the Dutch Data Protection Authority.

6. Data transferred abroad

If personal data are transferred abroad, we will find out if there are sufficient safeguards in place to protect the personal data. This is subject to the level of data protection being the same throughout the EU. When personal data are forwarded to an organisation within the EU (and the EEA), it will be enough for that organisation to comply with the requirements of the GDPR. The transfer of personal data to countries outside the EU is subject to separate regulations. The main rule applied by TLS is that personal data can be forwarded only to countries that offer an appropriate level of protection.

7. The protection of personal data

TLS takes personal data protection very seriously and we therefore take appropriate measures to protect data against misuse, loss, unauthorised access, unwanted disclosure, and unauthorised alteration. Apart from technical measures (system security), this also means that TLS takes organisational measures such as informing its members of staff of the GDPR, subjecting all its members of staff to an obligation to observe confidentiality, and compliance with a clean-desk policy. The group of people with access to the data is also kept as small as possible. If you feel that your data are not protected securely or if there are signs of misuse, please contact TLS.

8. Processors

A processor within the meaning of the GDPR acts on the instruction of the controller to process personal data without being under the latter's immediate supervision. TLS may use processors (such as our ICT service providers) to process your personal data. In that case, TLS will conclude a processor's agreement that complies with the statutory requirements.

9. Contact details

The data controller is TLS, established at Rochussenstraat 291B, 3023DE Rotterdam.
You can contact us on +31 10 2210660 or info@tls-bocasystems.com