

## USE OF PERSONAL DATA

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## SUPPORT AND STORAGE OF DATA PROCESSING

This website [www.minkels.com](http://www.minkels.com) (the « Website ») is hosted in a Dutch data center. The data is stored in a safe environment compliant with the AVG / GDPR.

## IDENTITY OF THE DATA CONTROLLER

The processing of personal data collected is carried out under the responsibility of Minkels B.V (a brand of LEGRAND).

<b>Name and contact details of the controller</b>	<b>Minkels B.V.</b> Eisenhowerweg 12, 5466AC Veghel, The Netherlands E-mail: <a href="mailto:marcom@minkels.com">marcom@minkels.com</a> .
<b>Legal information of the controller</b>	<b>Minkels B.V.</b> , a private limited liability company ("Besloten Vennootschap"), registered in the Netherlands Chamber of Commerce Business Register under number 16059642; registered address: Eisenhowerweg 12, 5466AC Veghel, The Netherlands.

## NATURE OF DATA COLLECTED AND PURPOSE OF THE PROCESSING

Nature of data collected		Purpose of the data processing	Authorization basis	Retention time
<b>Information you give us</b>	Personal information for sending whitepaper	Sending white paper as requested	Consent	The personal data is kept for as long as necessary to provide the services, support your product and fulfill the transactions you have requested, or for other essential purposes such as complying with our legal obligations. With a maximum of 3 years after the last request.
	Personal information for sending Minkels Magazine	Sending magazine as requested	Consent	The personal data is kept for as long as necessary to provide the services, support your product and fulfill the transactions you have requested, or for other essential purposes such as complying with our legal obligations. With a maximum of 3 years after the last request.
	Personal information for getting in contact	Getting in contact as requested	Consent	The personal data is kept for as long as necessary to provide the services, support your product and fulfill the transactions you have requested, or for other essential purposes such as complying with our legal obligations. With a maximum of 3 years after the last request.
	Personal information with regard to job applications	Recruitment purposes	Consent	the information will be deleted no later than four weeks after the application process has been completed, unless you give permission to keep the personal data for one year.
<b>Data collected during the use of our services</b>	*Company name *First name *Last name *Gender *Country *Phone *Email Address Zipcode Phone *Remarks	Getting in contact as requested	Consent and/or to carry out an agreement	The personal data is kept for as long as necessary to provide the services, support your product and fulfill the transactions you have requested, or for other essential purposes such as complying with our legal obligations. With a maximum of 3 years after the last request.

\* Mandatory data

All processing of personal data by Minkels is based on your consent and/or the obligations as included in an agreement concluded with you. You have the ability to withdraw your consent at any point in time, by contacting us using the contact details stated below.

## **EXERCISE OF USER'S RIGHTS**

You have a right of access, modification, rectification and deletion of personal information collected concerning you.

You also have the right to obtain the restriction of processing.

You have the right to object to processing of personal data concerning you. In this case, it will no longer be possible to access to the Application, since the way the Application operates requires the processing of your data.

At your request, we can send you the personal data you have given us in a structured, commonly used and machine-readable format.

To exercise your right, please send your request:

- By post to: Minkels B.V., Data Protection Team, Eisenhowerweg 12, 5466AC Veghel, The Netherlands.
- By email to: [avg-contact@minkels.com](mailto:avg-contact@minkels.com).

Your request will be processed within one month of receipt. If necessary, this period can be extended by two months, in view of the complexity and the number of requests. In this case, you will be informed of this extension and its reasons within one month of receipt of the request.

No payment will be required for the exercise of your rights except in case of manifestly unfounded or excessive demand. In this case, Minkels further reserves the right to not respond to your request.

If you are not satisfied with the manner in which your request was processed, we invite you to contact us by post or by e-mail using the addresses mentioned above. In the event you remain dissatisfied with our response, we remind you that you have the right to lodge a complaint with the Dutch data protection authority (Autoriteit Persoonsgegevens) or your local supervisory authority.

## **CONDITIONS OF THE DATA PROCESSING. TRANSMISSION OF DATA TO THIRD PARTIES**

The data processing take place with manual and IT instruments with the sole purpose to achieve the indicated objectives in order to ensure the data confidentiality and security.

Furthermore, personal data can be transferred within the LEGRAND Group (where Minkels is part of) and to Minkels service providers, if necessary for the purpose for which the personal data is processed. For example if that is necessary for processing an order or complaint. This concerns the transfer of personal data within the European Economic Area, so that the GDPR applies in full and the personal data is protected as much as possible at all times, and, in certain cases, transfers of personal data outside the European Economic Area. For example, Minkels passes on personal data to Mailchimp, a service provider, with regard to sending out digital newsletters. LEGRAND Group (and Minkels as part of it) undertakes to put in place contractual guarantees in

order to ensure data confidentiality, in particular when data is transferred outside of the European Economic Area. In addition, the LEGRAND Group has drawn up internal policy rules to guarantee the protection of personal data, which Minkels adheres to.

## DATA SECURITY

Minkels has implemented adequate physical, electronic and administrative protection measures which comply with regulations in order to protect your personal data. Though, Minkels wishes to draw the users' attention to potential risks in terms of data confidentiality linked to the Internet use. It is the responsibility of the users to set up or ensure the use of a personal secured computer network, as well as to ensure a correct technical configuration of the connection box connected to your Internet Service Provider and of others devices such as radio access equipment (WIFI, 4G...).

## COOKIES

When accessing our website, cookies are stored on your device (computer, cellphone, tablet computer), subject to the choice you have made and that you can change at any time by managing your settings (see "[Accept or reject cookies](#)").

Placed on your terminal when you visit a website, a cookie is a small text file containing information about your browsing (pages views, date and time of the consultation...), whose main purpose is to enhance your visit and allow you to receive targeted services.

Minkels may gather and analyze information regarding usage of this website, including domain name, the number of hits, the pages visited, previous/subsequent sites visited and length of user session. This information may be gathered by using a cookie. A cookie is a small text file placed on your hard drive by our web page server. You can choose whether or not to use a cookie by altering the settings of your browser. Minkels uses various types of cookies. Functional cookies are necessary cookies that allow the basic functions of our website to work as intended. Analytical cookies enable us to learn how to make our website better, more relevant and more enjoyable – for you and for other visitors. We use the following analytic tools:

- Google Analytics & Google Tag Manager: We use these tools to analyze web statistics to optimize search engine optimization (SEO) and other marketing purposes.
- Smartlook: With this tool we record all visitor movements on our website. We can see what visitors click with their mouse, what they filled into a form field, where they spend most of their time, and how they browse through each page. It points out any user experience problems and this information can help us to improve our website.
- Besides functional and analytical cookies, our website also uses social media and marketing cookies.

Type of cookies	
utma utmb utmc utmz _ga _gid	GOOGLE ANALYTICS: used to record statistics about the internet user's equipment and browsing history (statistics).
kano	Webdesq: With this cookie, the web server knows which session a request belongs to.
cookieconsent_status	Webdesq: used to keep track of whether you have already seen the 'cookie consent bar' and clicked OK

SL_C_23361dd035530_KEY	SmartLook: to see how visitors navigate through our website
SL_C_23361dd035530_SID	SmartLook: to see how visitors navigate through our website
SL_C_23361dd035530	SmartLook: to see how visitors navigate through our website

Social media cookies are tracking cookies and enable you to log in with your social media accounts through our website, for example to share one of our news articles. For more information regarding these social media platforms we hereby refer to their privacy statements, for example the Privacy statement of Facebook. Minkels is not responsible or liable for cookies that other organizations place. Finally, marketing cookies enable us to show our customers the most relevant ads or specific information they might be interested in. More specifically, the following cookies are used by Minkels.

### Accept or reject cookies

You can set your browser to store cookies in your terminal or reject them, either routinely, depending on where they originate from, or to inform you each time a cookie is stored in your terminal, so you can decide whether to accept or reject them.

However, deleting all cookies used by the browser, including those used by other applications or websites, may lead to some settings or information being altered or lost, making it difficult or even impossible to browse the application. Accepting or rejecting cookies is possible by clicking on the pop-up shown on the first page you visit.

### UNDER SIXTEEN

Minors aren't the intended audience of the website. Access to the website is though not reserved to the adults since the contents of the Application are not prohibited for the minors under 16.

Minkels does not knowingly collect or use any personal information from children under 16. If information is collected concerning a minor, the minor's legal representative has the possibility to contact the Service Relations Pro of Minkels in order to rectify, modify or delete this information (cf section "[Rights of the users](#)").

### MODIFICATION OF THIS DOCUMENT

This document may be modified at any time without prior notice. We invite you to read it thoroughly and consult it regularly.