



***HOCOPARTS***  
*PREMIUM MOTORCYCLE PRODUCTS*

## Privacy policy

# Version control

We reserve the right to change this privacy statement Below follows an overview of the versions.

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Version	Date	Author	Changes
0.1	24-04-2018	S. Dorresteijn L. Pelgrim	Document structure
1.0	25-05-2018	S. Dorresteijn	Several feedback remarks processed

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# Our details

Hocoparts B.V. is responsible for the processing of personal data as reflected in this privacy statement.

**Contact details:**

Harselaarseweg 104

3771 MB Barneveld

phone: 0342-787430

website: <https://hocoparts.nl>

**Contact person GDPR:**

Laurens Pelgrim ([lpelgrim@hocoparts.com](mailto:lpelgrim@hocoparts.com))

# Personal data we process

Hocoparts B.V. processes your data because you use our services and/or because you supply them to us yourself.

The following categories of personal data are processed:

- Dealers
- Suppliers
- Employees (internal/external/interns)
- Applicants
- Other (website visitor/email sender)

Below, you can see an overview of the personal data we process:

- Dealers and suppliers
  - Name and address details
  - Telephone number(s)
  - Email address(es)
  - IBAN (*dealers*)
- Website visitors
  - Anonymised data from Google Analytics for the purpose of the improvement of the website and its security
  - Personal data that is shared via the forms
- Employees and applicants
  - Name and address details
  - Telephone number(s)
  - Email address(es)
  - Citizen service number (BSN)
  - Personal details (gender, date of birth, place of birth, marital status, partner's name and any children)
  - Copy of identification document
  - IBAN number
  - Reports of evaluations and performance reviews (*employees*)
  - Absence and holidays (*employees*)
  - Any complaints and/or warnings (*employees*)
  - Personal performance notes by the supervisor (*employees*)

# Purpose and basis personal data processing

Hocoparts B.V. processes your personal data for the following purposes:

- The data processing is necessary to execute an agreement
  - To complete your transaction
  - To send our newsletter and/or advertising brochure
  - To be able to call or email you if this is necessary to carry out our services
  - To inform you about changes in our products and services
  - To offer you the opportunity to create an account
  - To deliver products or services to you
- The data processing is necessary to comply with a legal obligation
- The data processing is done with the consent of the person concerned. As the person concerned, you have the right to withdraw the consent for processing provided by you at all times.
- The processing of your personal data is necessary to represent the following justified interest(s) of Hocoparts B.V. or of a third party:
  - The processing is necessary to secure and optimise the website of Hocoparts B.V. to protect from, among other things, external cyber attacks.

# Automated decision making

Hocoparts B.V. does not take decisions based on automated processing on matters that may have (considerable) effect for persons. This concerns decisions taken by computer programmes or systems without human intervention (such as an employee of Hocoparts B.V.) .

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## Storage period

Hocoparts B.V. does not store your personal data for longer than strictly necessary for realising the purposes for which your data is collected. We use the following storage periods for the following (categories of) personal data:

Category	Storage period
Dealers	Until the party concerned requests removal.
Suppliers	Until the party concerned requests removal.
Employees (internal/external/interns)	Until the party concerned requests removal.
Applicants	Until the party concerned requests removal.
Other (website visitor/email sender)	Until the party concerned requests removal.



## Sharing personal data with third parties

Hocoparts B.V. shares your personal data with third parties if this is necessary to execute and agreement or to satisfy any legal obligation. We enter into a data processing agreement with businesses that process your personal data to ensure the same level of security and confidentiality of your data. Hocoparts B.V. remains responsible for this data processing. In addition, Hocoparts B.V. only shares your personal data with third parties with your explicit permission.

# Cookies, or comparable technologies

Hocoparts B.V. only uses technical and functional cookies. Additionally, Hocoparts B.V. only uses analytical cookies that do not infringe your privacy. A cookie is a small text file that is stored on your computer, tablet or smartphone at your first visit to this website. The cookies we use are necessary for the technical functioning of the website and your ease of use. They ensure the website functions properly and remember, for example, your preference settings. We can also optimise our website with them. You can remove cookies by setting your internet browser so it no longer stores cookies. Additionally, you can remove all data that has previously been stored from your browser.

## Data access, rectification or erasure

You have the right to access your personal data, to correct them or to have them removed. You also have the right to withdraw any permission for the data processing or to object to the processing of your personal data by Hocoparts B.V. and you have the right to data portability. This means you can submit a request with us to send a computer file with the personal data we have on you to you or another organisation named by you.

You can send your request for access, rectification, erasure, transference of your personal data or request to withdraw your consent or objection to the processing of your personal data to the above mentioned contact person.

To be certain the request for access is made by you, we ask you to include a copy of your proof of identification with the request. In this copy, black out your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), document number and Citizen service number (BSN) . This to protect your privacy. We will respond to your request as soon as possible, but within four weeks.

### **Complaint**

If you have a complaint about the processing of your personal data by Hocoparts B.V., please contact the above-mentioned contact person.

Hocoparts B.V. would also like to point out that you can lodge a complaint with the national authority, the Data Protection Authority. You can do this via the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

# How we secure personal data

Hocoparts B.V. takes the protection of your personal data seriously and takes appropriate measures to prevent abuse, loss, unauthorised access, undesired publication and unauthorised alteration. If you have the impression your data are not properly secured or if there are indications of abuse, please contact the above-mentioned contact person.