



# PRIVACY STATEMENT

**ROBOS CONTRACT FURNITURE** is responsible for the processing of personal data as described in this privacy statement.

Safeguarding the privacy and confidentiality of entrusted information is important to **ROBOS CONTRACT FURNITURE**. As part of this fundamental obligation, **ROBOS CONTRACT FURNITURE** is committed to ensuring the protection and proper use of your personal information (hereinafter referred to as "personal data"). In principle, **ROBOS CONTRACT FURNITURE** only collects personal data that you voluntarily provide as an online visitor for the purpose of providing you with information and/or services. This Privacy Statement will explain how we collect, use, share, and protect personal data.

## 1. COLLECTION AND USE OF PERSONAL DATA

**ROBOS CONTRACT FURNITURE** collects personal data if you choose to make it available to us. Such as recording email addresses or registering interest in certain services offered by **ROBOS CONTRACT FURNITURE**.

Your personal data will not be used for purposes other than those for which you have provided us with this information, unless we obtain your specific permission or use it to inform you about other services offered by **ROBOS CONTRACT FURNITURE**. For example, if you request information about **ROBOS CONTRACT FURNITURE**, we will use your email address and other information you provide in order to respond to your request.

**ROBOS CONTRACT FURNITURE** generally collects only the personal data that is necessary to fulfill your request as a visitor. You will be informed if additional optional information is collected.

## 2. RETENTION OF PERSONAL DATA

**ROBOS CONTRACT FURNITURE** retains personal data for no longer than is strictly necessary to achieve the purposes for which the personal data are collected.

**ROBOS CONTRACT FURNITURE** applies the following retention periods for the following categories of personal data:

CATEGORY	REASON	RETENTION PERIOD
Name and address	Correspondence	1 year after the last contract
Gender	Correspondence	1 year after the last contract
Contact details	Correspondence	1 year after the last contract
Financial details	Money transfers	7 years

## 3. SHARING PERSONAL DATA WITH THIRD PARTIES

**ROBOS CONTRACT FURNITURE** does not share personal information with third parties, except when necessary to fulfill your request, for our professional and legitimate purposes, or as required or permitted by law, professional standards, or quality rules.

## 4. COOKIES

A "cookie" is a small piece of text that a website places in the browser of the device with which you visit the website (e.g. computer or smartphone). The cookie allows the website to recognize your device and is used for various purposes. A Robos Contract Furniture cookie banner may appear on our website, asking your permission for the use of cookies. You have the choice to accept cookies by acting on the basis of the consent information listed on the cookie banner. If you do not consent, your devices will not be tracked for marketing-related activities. Some cookies are necessary for the website to function properly. Such 'functional' cookies are not blocked by the use of the cookie banner.

## 5. ACCESS, RECTIFY, OR ERASE DATA

You have the right to access, rectify, or erase your personal data. In addition, you have the right to withdraw your possible consent or object to the processing of your personal data by **ROBOS CONTRACT FURNITURE**. You can send the request for access, rectification, erasure, or revocation of your consent to the email address below. **ROBOS CONTRACT FURNITURE** will respond to your request as soon as possible, within four weeks at most.

In addition, you may also submit a complaint to the Dutch Data Protection Authority via the following link: <https://autoriteitpersoonsgegevens.nl/nl/zelf-doen/privacyrechten/privacyklacht-indienen>.

## 6. PROTECTING YOUR PERSONAL DATA

**ROBOS CONTRACT FURNITURE** has taken appropriate measures to prevent abuse, loss, unauthorized access, unwanted disclosure, and unauthorized modification of personal data. If you feel that your data is not properly secured or there are signs of misuse, please contact **ROBOS CONTRACT FURNITURE** through the following address:

### CONTACT DETAILS

Name: ROBOS Contract Furniture B.V.  
Address: De Vesting 36  
Telephone number: 0031 529 433 500  
Email: [info@robos.nl](mailto:info@robos.nl)