

Privacy statement BeamSystems – May 2018

BeamSystems respects the privacy of your personal data.

In this privacy statement we will elaborate how we take care of your personal data and that it is treated in confidence and with due care.

We are committed that your data is treated in confidence and with due care. BeamSystems complies to GDPR regulations. This implies that:

- Your personal data is processed in accordance with the objective of provided data. These objectives and type of data are described in this privacy statement;
- Entry of your personal data is limited to the required data for the efficiency of our operations;
- We will explicitly ask your permission to process the personal data we need from you;
- We have taken technical and organizational measures to secure your personal data.
- No personal data will be provided or passed on to third parties, unless needed for essential execution our services to you;
- We are aware of your rights concerning personal data and BeamSystems will respect these rights;

BeamSystems is responsible for processing your personal data. If you have any questions regarding our privacy statement, or other issues, please get in touch with us. You will find our contact details below.

Who is BeamSystems?

BeamSystems rents a selection of audiovisual equipment, sells the latest audiovisual products and provides technical expertise to develop audiovisual productions.

BeamSystems B.V. is registered at the Chamber of Commerce under registration number 34249999. Our address and contact details are:

Address: Papaverweg 40 A 1032KJ te Amsterdam
P.O. Box: 37390 1030 AJ Amsterdam
Mail: info@beamsystems.nl
Telephone: +31 20 4271010

To whom does this privacy statement concern?

This privacy statement concerns:

- Customers/relations of BeamSystems.
- Potential customers/relations with whom BeamSystems wants to be in touch.
- Visitors of website and Facebook page of BeamSystems.
- Recipients of newsletters and e-mails of BeamSystems.
- All who contact BeamSystems or whom BeamSystems processes personal data (with the exception of employees of BeamSystems B.V.).

Which data is processed by BeamSystems?

BeamSystems B.V. processes your personal data because you are acquiring our services or you have provided us with your personal data yourself. You will find an overview of your processed personal data below:

Your details:

- First and Family name
- Address
- (Business) Phone number
- (Business) E-mail address

Your company details:

- Company name
- legal form
- Number of commerce
- BTW (VAT) - number
- Invoice address
- Postal code and residence
- E-mail address

Payment details:

- IBAN
- (Company) name for invoice

When you send us an e-mail or other messages - e.g. when filling in our Customer Form on our website – your correspondence may be stored. In some of these cases we might ask you for additional personal data when relevant and required to meet requested services. This data will be stored on our secured server.

Personal data provided by you:

- Contact details and other required personal data to provide you with our services.
- Contact details and other personal data entered on our offline, online contact forms or sent by e-mail.
- Contact details and other personal data given during meetings, events, workshops, seminars as provided on your business card.
- We do not process contact details and other personal data which might be acquired via our website or generated through our website, e-mailings, or other related technologies.
- Contact details and other personal data provided by Chamber of Commerce or Cadastre.

Our website contains hyperlinks to external websites of third parties and social media buttons. We cannot be held responsible for the content of these external parties. Neither can we be held responsible for the privacy and cookie policy of these parties.

Why and on what grounds will gathered data be used?

Your information will be used for the following purposes and legal basis:

- Delivery of goods and/or services.
- Processing of your payment.
- Sending our newsletter.
- To call or e-mail you - when needed – to provide you with our agreed services.
- To inform you about changes in services or products.

Use by third parties

BeamSystems will not sell your details to third parties and will solely provide your details if needed to execute our agreed services, or when legally required.

We may contract service providers to process your personal details. When we contract such a provider we will always comply to GDPR regulations.

E.g. we work with service providers offering software and/or hosting services. Furthermore we have contracted ICT providers who support us to guarantee a safe and stable ICT system management. We also acquire services of third parties to handle e-mailed newsletters.

When contracting with companies for handling data, we contract them to guarantee comparable level of security and confidentiality of your data as our policy. BeamSystems B.V. will always be responsible for these contracts.

How long does BeamSystems keep personal data?

Your personal data is carefully stored and will not be kept longer than necessary for specific purposes. An exception will be made when a mandatory storage period is imposed by law.

Where are your personal details stored?

Your personal details are stored on our own secured servers.

How are your personal details protected?

We have taken appropriate technological and organizational measures to protect your personal details against loss or illegal processing.

Website and cookies

BeamSystems B.V. uses functional and analytical cookies. A cookie is a little text file which is stored on your computer, tablet or smartphones' web browser when first visiting our website. BeamSystems B.V. uses cookies for the sole purpose of proper technical functionality. The cookies enable the website to function properly.

We also use cookies for anonymous behaviour analysis with Google Analytics. You may disable cookies through the settings of your web browser. You can also delete stored visiting history through these browser settings.

Access, adjusting and portability of your details

If you wish to have access to your personal data which is stored by us, please send us a request. You can send this request by e-mail to info@beamsystems.nl. BeamSystems B.V. will respond to this request within 4 weeks. If you wish to adjust your details please inform us via e-mail. Upon request we can provide you with your stored personal data. Please send your request to info@beamsystems.nl

Changes in privacy policy

Developments might change rapidly which may involve changes in the personal details we require. We will publish these changes in requirements on our website including date of effect. We recommend reviewing our privacy statement on a regular basis.

Who do you contact in case of a complaint?

If you have a complaint regarding the use of your personal details by BeamSystems B.V., please contact us by phone +3120 4271010 or e-mail info@beamsystems.nl. We strive to come to a mutual agreement, but if this is not the case you may file a complaint at 'Autoriteit Persoonsgegevens'.

Questions and feedback

If you have any questions about our privacy policy, please contact us by phone +31 20 4271010, e-mail info@beamsystems.nl or post:

BeamSystems BV

t.a.v. de Directie

Postbus 37390 40-A

1030 AJ Amsterdam