

## Privacy Statement

### SAM|XL is committed to protecting your privacy

SAM|XL (Smart Manufacturing XL) processes personal data. In this Privacy Statement, we inform you of the purposes for which personal data are processed and how you can exercise your privacy rights, and provide other information that could be important for you.

This Privacy Statement applies to all activities of SAM|XL, including the activities via the website. This Privacy Statement provides the most relevant information on each subject.

SAM|XL treats personal data with care and acts within the limits of the General Data Protection Regulation (GDPR), in Dutch: “Algemene verordening gegevensbescherming” (AVG).

SAM|XL regards it as essential that the personal data of its Participants, Technology Partners, Star Partners, students, researchers, employees and visitors are handled and secured with the greatest possible care. We also want to be open about the way in which we process your data. For that reason, we explain this below. Priority is given to compliance with the requirements of the GDPR in all cases.

#### For which purposes does SAM|XL process your personal data?

SAM|XL uses your personal data that we gather for its business operations and for correct implementation of its statutory tasks and obligations for research, training and events. The main purposes for which SAM|XL processes personal data are:

- A. Business operations and finance: financial administration, management of the purchasing systems and payment systems, implementation and management of procedures for IT, legal affairs and other business operations. Recruitment & selection of new employees and job candidates, personnel management, internal and external information provision, recording results, the issue of certificates, the contracting and execution of agreements with employees, customers, consumers, suppliers and business partners, customer engagement, relationship management, marketing and market surveys, health, safety and security, organisational analysis, development and management reports, settlement of complaints.
- B. Facilities: access and management systems, camera surveillance, management of parking facilities.
- C. Personnel matters: determining salary entitlements, implementing employment contracts, regulating benefit claims in connection with the termination of employment contracts, internal and external audits.
- D. Research Projects: the conduct of (Collaborative) research.
- E. Training administration: training administration, internal and external information provision, recording results, the issue of certificates, the contracting and execution of agreements of courses with students, customer engagement, relationship management and marketing, safety and security, organisational analysis, development and management reports, support for accreditation investigations, advice and supervision, handling disputes and the ability to conduct audits.

F. General processes: Web content management, IP system, physical and digital archiving, participation in decision-making, participants council and event.

### **Whose personal data does SAM|XL gather?**

In the processes previously referred to, SAM|XL gathers data from different categories of data subjects. These are:

- Participants
- Technology Partners
- Star Partners
- Suppliers
- Course students
- Students of connected Knowledge Institutes
- Employees, including PhD students, Interns and job applicants
- External parties, including temporary agency workers
- Visitors to the website(s)
- Research partners

### **Which personal data does SAM|XL gather?**

Different personal data are gathered in each process. The most common data are:

- Name and address details (NAW data);
- bank account numbers (IBAN numbers);
- telephone numbers;
- dates of birth;
- gender data;
- e-mail addresses;
- Images (photographs and videos)
- Course information, study progress and study results
- Research data, including IP

SAM|XL gathers (personal) data directly from you, and where applicable, SAM|XL also receives personal data from third parties, in as far as this is in compliance with the law.

### **Granting and withdrawal of permission**

SAM|XL offers various activities that can only be performed by making use of your personal data. These could include your e-mail address, in order to send newsletters, promotional e-mails or your course features for conducting surveys. Your data are used only if you give your explicit permission for this. You will always be informed of the purposes for which your data are used, which data are involved and to which parties these are provided. If you grant SAM|XL permission to use personal data, you can always withdraw this permission at a later date.

## **How does SAM|XL ensure confidential handling of personal data?**

SAM|XL treats personal data as confidential. SAM|XL takes appropriate technical and organisational measures to protect personal data. SAM|XL shares personal data only in accordance with this Privacy Statement and with third parties only if this is warranted and takes place with care.

## **Sharing data with third parties**

On the instructions of SAM|XL, third parties may provide certain parts of the services for the execution of an agreement. SAM|XL contracts agreements with these processors in order to ensure that personal data are handled confidentially and with due care. These agreements are contracted in 'processor's agreements' (Dutch: 'verwerkingsovereenkomst').

Your personal data will not be leased, sold or shared in any other way with or provided to third parties. SAM|XL may share your (personal) data with third parties if, for example, you have personally granted permission for this or if this is necessary for the execution of the agreement.

SAM|XL provides personal data to enforcement authorities or fraud control organisations if this is necessary in order to comply with a statutory obligation.

The categories of third parties with which SAM|XL shares data are:

- Government agencies, Subsidy institutes, the Tax and Customs Authority
- Intelligence organisations
- Universities
- Research groups

## **Passing on your data outside the EU**

In some cases, SAM|XL provides personal data to countries outside the EU. This takes place in the following situations: for communications with international students who are to work at SAM|XL and SAM|XL students working for Participants abroad and in relation to international research programs.

## **For how long is data stored?**

SAM|XL stores your personal data in compliance with the GDPR. The data is not stored for longer than is strictly necessary in order to realise the objectives for which the data are gathered.

## **How can you view, correct or delete your data?**

You can send a viewing or correction request to SAM|XL. Clearly state that this concerns a viewing or correction request pursuant to the GDPR. You can also request the deletion of your data, but this is only possible in as far as SAM|XL can still comply with its statutory obligations, such as the statutory term for storage. Bear in mind that you may be required to provide a copy of an identity document in order to verify your identity. You can make a secure copy of your proof of identity quite simply with the government 'Kopie Id' app which you can download in the app store.

You also have the right to submit a complaint concerning the use of your data to the Dutch Data Protection Authority (Autoriteit Persoonsgegevens).

### **Third party privacy policies**

SAM|XL website contains links to other websites that do not belong to SAM|XL. We cannot accept any responsibility concerning the way in which these parties treat personal data. We therefore advise you to always inform yourself of the privacy policy of these parties or to contact them for a more detailed explanation of their policies relating to the use of personal data.

### **Questions**

Do you still have any specific questions or comments regarding our privacy statement after reading this information? Then please feel free to contact us. You can use the contact form on the website for this, or send a letter to [info@samxl.nl](mailto:info@samxl.nl). The SAM|XL data protection officer can also be contacted via this e-mail address.

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