

## Teboza Privacy Policy

### *Version 0.1*

This page was last adjusted on 17 April 2018.

We are aware that you place trust in us. We therefore consider it our responsibility to protect your privacy. On this page we inform you what data we collect when you use our website, why we collect this data and how we can improve your user experience with this. That way, you will understand exactly how we work.

This privacy policy applies to the services of Teboza. You must be aware of the fact that Teboza is not responsible for the privacy policy of other sites and sources. By using this website you indicate that you accept our privacy policy.

Teboza respects the privacy of all users of its site and makes sure that the personal information you provide us with is treated confidentially.

### Our use of data collected

#### Use of our services

When you register for one of our services, we ask you to provide personal data. This data is used to implement a service. The data is stored on Teboza's own protected servers or that of a third party. We will not combine this data with other personal data we have.

#### Communication

When you send an email or other messages to us, it is possible that we store these messages. Sometimes we ask for your personal data that is relevant for the situation concerned. This allows us to process your questions and answer your requests. The data is stored on Teboza's protected servers or that of a third party. We will not combine this data with other personal data we have.

#### Cookies

We collect data for research to get a better insight into our customers, so we can gear our services to this.

This website uses 'cookies' (text files that are placed on your computer) to help the website analyse how users use the website. The information generated by cookies about the use of the website can be transferred to Teboza's own protected servers or that of a third party. We use this information to monitor how you use the website, to draw up reports on website activity and offer other services concerning website activity and internet use.

#### Purposes

We do not collect or use any information for other purposes than those described in this privacy policy, unless we have received your permission for this in advance.

## Third parties

The information is not shared with third parties. In some cases your information can be shared internally. Our employees are obliged to respect the confidentiality of your data.

## Changes

This privacy statement is geared to the use of and possibilities on this site. Any adjustments and/or changes of this site may lead to changes in this privacy statement. We recommend therefore that you consult this privacy statement regularly.

## Choices for personal data

We offer all visitors the option to inspection, change or removal of all personal information provided to us at that moment.

## Adjusting of/unsubscribing from newsletter service

At the bottom of each mailing you will find the option to adjust your data or unsubscribe.

## Adjusting of/unsubscribing from communication

If you want to adjust your data or have yourself removed from our files, you can contact us. See the contact data below.

## Switch off cookies

Most browsers are set to accept cookies as standard, but you can reset your browser to refuse all cookies or to indicate when a cookie is sent. It may be possible, however, that some functions and services on our and other websites do not function correctly when cookies are switched off in your browser.

## Questions and feedback

We check regularly if we comply with this privacy policy. If you have any questions about this privacy policy, you can contact us:

Teboza BV  
Zandberg 14B  
+31 (0)77 307 14 44  
[info@teboza.nl](mailto:info@teboza.nl)

## Processor agreement – InovaMedia BV

Parties:

- (First responsible): Teboza Productions B.V./Teboza Pack B.V.
- (Processor): InovaMedia B.V.
- (Person concerned): Person whose data are processed.

Taking into account that:

As the first responsible, Teboza Productions B.V./Teboza Pack B.V. has personal data, namely address, birth date, email address, telephone number, bank details of its prospective employees collected following registration as job seeker with the purpose of incorporating them into the system -> make contracts. Hereinafter referred to as Teboza Productions B.V./Teboza Pack B.V.

Teboza Productions B.V. or Teboza Pack B.V. has brought in a processor as a supplier and as a result, processor has access to this personal data, as defined in the General Data Protection Regulation (Regulation EU 2016/679).

Points agreed upon:

Both parties are informed of the General Data Protection Regulation including the Data Leaks Reporting Point, and will jointly try to comply with all legal requirements. The processor will comply with the following points in any case:

- Parties will comply with the General Data Protection Regulation. Insofar as the arrangements between parties do not include legally required arrangements, parties will agree to act in accordance with the applicable laws and regulations in the field of the protection of (personal) data.
- Processor and those who act under his authority are obliged to keep the personal data of which they have access to secret;
- Personal data may only be processed in accordance with the instructions of the person responsible;
- The processor will provide good and appropriate protection of the personal data. This is done by taking both technical measures and organisational measures;
- Processor may only process personal data by order of the person responsible, for the purpose determined by the person responsible. Processor may not use the data for his own marketing campaigns and purposes. Processor may not pass on data to third parties, unless commissioned by the person responsible;
- Processor may not process the data outside the European Union;
- If a security incident is detected with possible leakage or loss of personal data, processor will inform the person responsible immediately (at least within 24 hours) by telephone and email, so the person responsible can assess if the AP or the persons concerned have to be notified. Processor will then implement the instructions emanating from the investigation of the incident as quickly and thoroughly as possible;
- The duration of this processor agreement is equal to the duration of the agreement/applicable arrangements made between parties. In case the service of the processor to the person responsible (still) continues, this processor agreement will continue;
- Upon termination of services in the field of personal data processing, processor must delete all personal data or return it to the person responsible and delete all existing copies, except if EU legislation or the law of the member state obliges to preserve this personal data;
- Processor is obliged to lend his cooperation and implementation to any requests by those concerned as defined in articles 15 to 22 of the GDPR;

- Processor must make all information regarding this processor agreement available to the person responsible and permit audits and inspections by the person responsible or mandated auditor and cooperate. The (time) investment this requires is passed on to the ORGANISATION. If the processor thinks an instruction is contrary to the regulation, EU legislation or the law or a member state, processor must inform the person responsible of this immediately.

Thus signed:

Person responsible: Teboza Productions B.V./Teboza Pack B.V.	Processor: InovaMedia B.V.
Name: K. Niessen	Name: W. Martens
Helden, Date: 28-05-2018	Meijel, Date: 07-05-2018