

# Privacy and cookie statement

## 1 Privacy statement

Antea Group is an internationally operating engineering & consultancy agency with clients in many sectors. There are various situations in which Antea Group collects, stores and processes personal data. For example, you provide us with your personal data when concluding a contract, fill in a contact form on the website, apply to us for a job or approach us by e-mail. Furthermore, we obtain your data from third parties when we use a targeted search command via (public) records and public sources such as websites.

That is why we believe it is important that you know how we work, what your rights are and how you can indicate your wishes with regards to privacy. Should you have any questions please contact the Security Officer of Antea Group via [security@anteagroup.nl](mailto:security@anteagroup.nl).

The privacy statement changes from time to time, for example as a result of legislative changes. We encourage you to revisit this page periodically. This privacy statement was last revised on 17 September 2020.

### 1.1 Purpose for which we process personal data

#### **Execution of agreements with clients**

For the execution of agreements with our clients, there may be a need for Antea Group to process (or have processed) personal data. This will at all times be done with due observance of laws and regulations.

#### **Newsletters**

With our newsletters we keep you informed of our projects and services. You give permission to add your address to the mailing list. You can also unsubscribe via the link at the bottom of each newsletter.

#### **Applications and recruitment**

When you apply for a job at Antea Group or register for one of our recruitment activities, we ask you for your personal data by e-mail, the application form at [www.werkenbijanteagroup.nl](http://www.werkenbijanteagroup.nl) or in (telephone) conversations.

#### **Marketing and business development purposes**

To maintain and expand our client base we can approach you with relevant information, publications or invitations. We also do this to maintain relationships with our partners, suppliers and others.

#### **Participation in our events**

We ask for your personal data to participate in our events. This will confirm participation, you will receive information about the relevant event and your attendance will be registered.

#### **Access and security**

When you visit our offices, your name will be registered at the entrance. This is necessary in order to be aware of who is in the building in the event of a calamity, and to prevent unauthorized persons from entering the building.

#### **Operation of the website**

When you visit our website, we register general information about your visit and click behavior. Examples include your IP address, the time of your visit and the data your browser encloses (through the use of cookies), see also: [Cookies](#). We use this information to continuously improve the service and the reach of our website. The data is not shared with third parties.

### **Social Media**

Our website contains buttons that allow you to promote and share (through likes and tweets) our web pages on social media. These buttons work through the code which comes from the social networks. This code places cookies from the relevant social network.

## **1.2 Right to file a complaint**

If you have any questions or complaints about how we handle your personal data, please contact the security officer (contact details below). If you cannot reach a solution with us, you can also submit your complaint to the Dutch Data Protection Authority.

## **1.3 How long are the data kept?**

We do not store your personal data longer than is necessary for the purpose for which we collected and recorded it. In addition, the following applies specifically to:

### **Execution of agreements with clients**

We keep the personal data we receive for our services within projects as long as necessary for the execution of the agreement or in accordance with the instruction of our client, observing the legal retention periods.

### **Newsletters**

You can always opt out of newsletters. Use the link at the bottom of the newsletter for this. Your information is always retained for the period necessary to carry out a project, task or activity, unless we have to keep your data longer for legal reasons.

### **Applications and recruitment**

When submitting your data, we ask your permission to store your personal data longer for possible future vacancies. You consent to this by submitting your application. This is for a maximum of one year after which we delete your data. If you still want to delete your data in the meantime, you can do this by sending a message to [recruitment.nl@anteagroup.nl](mailto:recruitment.nl@anteagroup.nl).

### **Social Media**

The buttons with which you can share and promote content of our website work based on cookies, placed by the relevant social networks. As Antea Group we have no influence on this. If you want to know more about the processing of your personal data by these social networks, please view the privacy statement of the relevant social network.

## **1.4 Security**

Antea Group is ISO 27001 certified. This means that we take appropriate technical and organizational measures in order to prevent abuse, loss, unauthorized access, unwanted disclosure and unauthorized modification of your personal data.

## **1.5 Rights**

### **Right of inspection**

You can submit a request to view your personal data to the security officer. If you want insight into your personal information linked to a cookie, please send a copy of the cookie in question. You can find this in the settings of your browser.

### **Right to change and delete**

You have the right to submit a request to change or delete your personal data. This request can be submitted to the security officer. We can ask you for identification to prevent abuse.

**Right to rectification**

You have the right to request the rectification of your personal data insofar as it is incorrect, or to provide additional information if it is incomplete.

**Right to restrictions**

You have the right to submit a request to restrict use of your personal data. If this request is honored, we will not process your personal data for the duration of the restriction.

**Right to object**

You have the right to object to the processing of your personal data. In that case, we will weigh your privacy interests against our interest or obligation to process the data, and on this basis decide whether or not to process the data anymore.

## 1.6 Grounds for processing personal data

Antea Group processes personal data on the basis of various legal grounds from the GDPR:

- Based on legitimate interest. For example, to attract new employees and to offer services or products from Antea Group;
- For the execution of an agreement. We cannot provide the relevant service without this information;
- With your permission. For example, your e-mail address is required to be able to send newsletters.

Antea Group reserves the right to process data when legally required, or when Antea Group deems it appropriate in order to meet a legal request or to protect the rights, ownership or safety of Antea Group. In doing so, we always try to respect your right to privacy as much as possible.

## 1.7 When do we share data with third parties?

Sometimes it is necessary that we share your data with third-parties, for example external suppliers we engage for processing data as described in this Privacy Statement, such as our IT suppliers or a translation agency, or parties involved in the hosting or organization of our events, or Google Analytics for improvements to our website .

These third parties are independently responsible for the processing of that data and compliance with the GDPR. When the third-party acts on our behalf on the basis of instructions, we conclude a processor agreement with that third-party that meets the requirements of the GDPR.

If we process your data or have it processed outside the European Economic Area, we only do this with parties that are part of the Privacy Shield or otherwise based on the standard EU contract provisions.

## 1.8 And finally

Do you have any questions about your personal data at Antea Group? Please contact the Security Officer at [Security@anteagroup.nl](mailto:Security@anteagroup.nl).

## 2 Cookies

A cookie is a small file that our website and / or flash applications send during your visit. Your own browser stores these cookies. The next time you visit our site, your browser sends the stored information back to us so that our website recognizes you from your previous visit.

Functional and analytical cookies are placed with every visit without requiring permission. Use of the Social Media buttons depends on the privacy statement and cookie policy of the relevant social network. Targeting cookies from third parties are only placed if you give your consent.

You can delete the cookies that are placed via the settings of your browser. This also allows you to withdraw previously issued consent.

### Functional and analytical Cookies

Functional cookies ensure that our website functions properly and that you can easily use the site. To track and improve the content and use of our website, we collect the surfing behavior of our website visitors through the use of these cookies. We do this with Google Analytics in line with the guidelines of the Dutch Data Protection Authority. We have concluded a processor agreement with Google, your IP address is anonymized, and we do not share the data with Google.

### Social Media

The buttons with which you can share and promote content of our website work on the basis of cookies, placed by the relevant social networks. Antea Group has no influence on this. If you want to know more about the processing of your personal data by these social networks, please view the privacy statement of the relevant social network.

### Targeting cookies

If you are using the banner to accept cookies, we use cookies from third parties, for instance from Google AdWords. This allows us to monitor the effectiveness of our AdWords-ads at Google. If you want to know more, please view the privacy policy of Google AdWords. Antea Group has no influence on their privacy policy.

## 3 Responsible Disclosure

Antea Group uses the 'Responsible disclosure' principle. This means that if you deal responsibly with the vulnerability found, Antea Group will give something in return. Namely, refraining from legal actions and rewarding the reporter for reporting the (suspected) security problem. Antea Group invites you to report your findings following these guidelines:

- Report findings about a (suspected) security problem by sending an email to [security@anteagroup.nl](mailto:security@anteagroup.nl);
- Report a (suspected) security problem as soon as possible after discovery;
- Provide sufficient information (description, IP address (es), URL, log (s), screenshot (s), etc.) so that Antea Group can solve the (suspected) security problem quickly and effectively;
- Leave contact details so Antea Group can get in touch to work together on a safe result;
- Do not use attacks on physical security, social hacking, spam, placing malware, copying, modifying or deleting data in a system, repeatedly accessing the system or sharing access with others, etc.
- Do not share information about the (suspected) security problem with others;
- Do not (actively) abuse the (suspected) security problem.

After receiving a report, Antea Group will act as soon as possible and contact the reporter. Antea Group tries to resolve any problems identified as quickly as possible.

## 4 Disclaimer

No rights can be derived from the information on this website, or in any link to websites of third parties or other external sources. Antea Group accepts no liability for the content of this site and the information provided on it. The information contained in documents on this website or otherwise produced by Antea Group is intended solely for the addressee(s) and may contain personal or confidential information. Use of this information by others than the addressee(s) and use by those who are not entitled to take note of this information is not permitted. The information is only intended to be used by the addressee for the purpose for which it was produced. If you are not the addressee or are not entitled to the information any disclosure, copying, distribution and / or provision of this information is strictly prohibited, unless approved in writing by Antea Group and are you asked to delete the data and immediately report to [security@anteagroup.nl](mailto:security@anteagroup.nl). Third parties, those who are not addressed, cannot derive any rights from the documents, unless after written permission by Antea Group.

## 5 Copyright

Antea Group, respectively the entitled party, retains all rights (including copyrights) regarding information presented on the site. It is not permitted without further express written permission from Antea Group, to copy the content of the website, to multiply it or to make it available to any third party in any way whatsoever.

With regard to the Antea Group website and (possible) mobile services, the visitor is only authorized to use the website and mobile services and to reproduce the information derived from them for strictly personal use by printing or downloading them to a storage medium. The visitor or a third party may not, other than by means of a hyperlink, without prior written permission from Antea Group, establish a link, deep link or gateway between the Antea Group website and mobile services and any other (internet) website, (meta) search engine or computer network.

## 6 Questions?

Do you have any questions regarding the privacy and cookie statement of Antea Group? Please contact the Security Officer by email: [security@anteagroup.nl](mailto:security@anteagroup.nl).