

Privacy statement for (standards) committee members

Who is the controller for the processing of my personal data?

Stichting Koninklijk Nederlands Normalisatie-instituut, with its registered office and principal place of business in (2623 AX) Delft, at Vlinderweg 6, is the controller for the processing of your data.

Which information do we collect?

NEN collects and processes your personal data when you or the organisation which you represent the interest of register with us as a standards committee member or standards committee expert.

On registration you agree to us collecting, saving and sometimes sharing your personal data, because this is necessary for making the standardisation activities possible and for effecting standards and other 'standardisation products'. This concerns the following data:

- Contact details (such as name, email address, work address or home address, the messages left by you, including any personal data left by you in that message).
- User name and password for the electronic communication systems that you have access to as a standards committee member or expert.
- The name of the organisation that you work for or that you represent, your job title, the type of stakeholder.
- Your date of birth, civil status, nationality, and citizen service number (if you provide this to us).
- In specific cases it will be necessary to ascertain your expertise in a specific field. In that case we also collect: your educational history and employment history, other information in your curriculum vitae or other documents, or information that you provide to us.
- In specific cases it will be necessary for the fulfilment of a statutory obligation to process information to ascertain your identity and the right to work, such as a copy of your passport.
- Data for the purpose of the payment of your financial contribution, making payments, including invoice addresses and credit card details.
- Number plates and camera images when you visit our Building at Vlinderweg 6 in Delft.
- All other information that you might provide to us.

How do we use this information and on which legal basis do we do this?

We process the personal data as referred to above for the following reasons:

- For the performance of our agreement with you on the basis of which you participate in the standardisation process. This concerns, for example, making it possible for you to participate in the standardisation process, being able to validate your contribution in that process, and making it possible for you to maintain contact with other standards committee members and experts, whether via the electronic systems intended for this purpose or otherwise.

- To make it possible for NEN to adequately supervise the standardisation process and to be able to ensure that these processes progress in conformity with the procedures applicable for this.
- For service purposes: to be able to follow up your messages, questions and complaints, and to be able to inform you of the further steps.
- For customer relationship management, marketing, customer administration, and service purposes (to inform you of the latest news regarding NEN and relevant services, marketing, and measuring the response to our marketing actions, the management of our CRM, and the improvement of the functioning of our website).
- For our legitimate interest to develop sales promotions.
- To be able to fulfil our statutory obligations, such as conducting an adequate customer administration and accounts receivable management.
- For internal control and company security.

The point is that this information will only be processed to make cooperation with others possible and to enhance and enable the standardisation process. Your data will not be used for commercial purposes, unless you have provided specific and express consent for this.

NEN only uses your contact details for sending information, such as newsletters and invitations for events, if you have provided prior consent for this. You can always withdraw your consent by using the unsubscribe option that is included in every message or by sending an email to communicatie@nen.nl. We will ask your consent for using your contact details again after three years.

Who do we share this information with?

Your data is accessible for other standards committee members and can be viewed by and transferred to other standardisation organisations associated with CEN, CENELEC, ISO, and IEC, including members of these organisations in countries outside the European Economic Area (EEA), and also to CEN, CENELEC, ISO, and IEC.

CEN members and CENELEC members as well as ISO and IEC guarantee that this takes place in accordance with the applicable privacy legislation and/or contractual provisions with a high level of privacy protection. Your data can also be shared with the European Commission, the European Parliament, and other EU institutions to make it possible for you to participate in relevant meetings and events.

NEN does not provide your personal data to third parties without your prior consent, unless NEN is obliged to do so on the basis of a statutory provision or a judicial decision. We also do not use your data for tracking which adverts may be interesting for you or for linking adverts to your interests.

NEN uses various systems for the processing of your personal data. As a result, the suppliers of these systems can also process your personal data. You can contact us at privacy@nen.nl for further information regarding these suppliers.

It can also occur that third parties, such as our accountant and our legal and financial advisers, are given access to your personal data in the context of the assignments provided by NEN and/or supervisory duties that they fulfil with regard to NEN.

NEN has made arrangements with all parties that have access to your personal data, so that there are sufficient safeguards for the careful processing of your personal data. This is in accordance with the law and the internal privacy policy of NEN and this NEN privacy statement.

If we give third parties access to your data, we only do this if we are certain that these third parties will only use the data in a manner and for a purpose that is related to the purpose for which we have acquired the data, and only in accordance with this NEN privacy statement. Furthermore, the obligations of confidentiality required by law and security measures for the prevention of your personal data becoming known to other parties apply. Moreover, we always look at how we can respect your right to privacy as much as possible.

If we wish to transfer your data outside Europe, for example because a data centre or our supplier is established there, we will only do this subject to the conditions that the law sets out for this, for example by means of a contract which the EU Model Clauses apply to.

For how long do we retain your data?

NEN does not retain your personal data for any longer than necessary for the purpose for which the data was stored. We observe specific periods, following which we remove this data:

- As long as you are registered as a standards committee member or expert, we will retain your data for as long as the committee, which you participate in, is in existence. Thereafter we will only retain your essential contact details, because these serve as evidence of a correct creation and of the necessary transparency of the standardisation process.
- If you have registered for the newsletter or have provided consent for receiving personalised messages, we retain this consent for 2 years. If you decide that you no longer wish to receive the newsletter or personalised messages, we also retain the withdrawal of your consent.
- Tax regulations oblige us to retain our administrative records with your invoice data, payment data, and order data for 7 years.
- We do not retain camera images for any longer than 4 months. Unless we see anything suspicious that we must investigate further, or the images must be retained for a longer period of time due to another statutory obligation.

It applies in all events that NEN will retain your data in specific cases for a longer period of time than stated above if this is mandatory on the basis of a statutory provision, or if retaining for a longer period of time is really necessary for the execution of our activities, for example to deal with complaints, to resolve disputes, or to prevent fraud and misuse.

How do we secure your personal data?

We take all reasonable, suitable security measures for the protection of our visitors and participants against unlawful access or alteration, disclosure, or destruction of personal data. We comply thereby with the applicable security standards.

If, in spite of the security measures, there is a security incident that probably has adverse consequences for your privacy, we will inform you as quickly as possible of the incident. In that case, we will also inform you of the measures that we have taken for the limitation of the consequences and for the prevention of any repetition thereof in the future.

Where do we store your data?

Your personal data that we collect is in principle always stored in the Netherlands and Europe. In exceptional cases, data may be transferred to and stored outside the European Economic Area (EEA). In these cases, the data can also be processed outside the EEA by personnel who work for us or for one of our suppliers. In that case, the legislation regarding data protection of the third country will have been approved by the European Commission, or other applicable safeguards will have been established. Further information can be obtained from our privacy coordinator, at privacy@nen.nl.

What are your rights with regard to your personal data?

- You can object to the use of your personal data, for example if you are of the opinion that the use of your personal data is not necessary for the execution of our activities or for the fulfilment of any statutory obligation.
- You have the right to access to your personal data. This means that you can ask which of your personal data has been registered and for which purposes this data is used.
- If you feel that we have incorrect personal data regarding you, you can have this personal data corrected. You can also ask us to limit the processing of your personal data, also for the period that we require to assess your requests or objections.
- You can also ask us to remove your personal data from our systems.
- You can also ask us to ensure that your personal data is transferred to another party.
- We will accede to this request, unless we have a compelling and legitimate interest not to remove the data, which outweighs your privacy interest. If we have removed the data, we cannot immediately remove all copies of the data from our systems and backup systems due to technical reasons. We can refuse to accede to the requests referred to above if these are made unreasonably frequently, require unreasonable technical efforts, or have unreasonable onerous technical consequences for our systems or endanger the privacy of others.

You can make the requests or the objection referred to above by sending an email, providing your name, address, telephone number and a copy of a valid proof of identity to the NEN privacy coordinator. You can contact our privacy coordinator at privacy@nen.nl. Please do



not forget to make your CSN number (Dutch BSN) illegible in the copy of the proof of identity prior to enclosing this.

Where can you obtain further information regarding the manner in which NEN handles your personal data?

If you have any questions or require further information regarding the use of your personal data and your rights, you can contact the NEN privacy coordinator at privacy@nen.nl.

If you are dissatisfied with the manner in which NEN deals with your questions, objections, or complaints, you can submit a complaint to NEN. You can contact klachten@NEN.nl for this purpose. In the event that, even after this, you are still not satisfied with the manner in which NEN has dealt with your complaint, you can also submit a complaint regarding the use of your personal data to the Dutch Data Protection Authority at <https://autoriteitpersoonsgegevens.nl/nl/zelf-doen/privacyrechten/klacht-over-gebruik-persoonsgegevens?qa=klacht>.