

Privacy Statement

Within this privacy statement we will inform you about how we handle your data. Because we value your trust, we are committed to:

- Process your data in accordance with the EU Data Protection Rules and other applicable privacy legislation. This is to ensure that your data is protected from unauthorized access and to ensure safe data transfers.
- We inform you about how we use the data we collect from you.
- We tell you the benefits of sharing certain data with us and will match our communication with your preferences.
- We inform you about this in easy-to-understand language.
- We let you decide whether we are allowed to keep your data.
- We will listen to your feedback and use it to improve our services.
- We ensure that your data is safe with us. In the unlikely event of a data breach, we will fix the issue as soon as possible and inform you immediately.
- If we need to disclose your data outside our organization, we will describe this explicitly in our privacy statement.
- We will not share, sell, or give your personal information to any outside organization without your explicit consent.
- We require organizations that process data for us to employ adequate safety measures.

Use of personal data

When you use our products and services, it is necessary for us to gather certain information. This may be personal information and is dependent upon which services you wish to use.

- Name (given names, family name)
- Company name
- Address (zip code, place of residence) company or home address
- E-mail address
- Phone number
- Gender
- IBAN

Legitimate Use

We process this personal information for one or more of the following purposes (depending on which services you have used)

To be able to use any of our services we will require your personal information. In the case you are already a customer of ours, we want to be able to provide you the best service. As a service provider it is important for us to keep track of our customer relations. By processing your data we also comply with our legal requirements.

- To draft any form of agreement;
- To maintain our customer database, so we can keep in contact about current service delivery and future services.

- To communicate with you regarding our products and services.
- To process financial transactions regarding payment for goods and/or services.

Third parties

We will share your personal data with third parties, when it is necessary to deliver the requested services. When we share your data with third parties, we ensure that it is not used for other purposes. We agree with third parties to delete any personal data when it's no longer required. We do not share your personal data with third parties without your permission, unless we are legally obligated to do so. It is possible that law enforcement requests personal data from us for criminal investigations. In such cases we are obliged by law to do so.

Secure storage

We take appropriate security measures to ensure the safety of your personal data from unauthorized access and theft. For this purpose we employ a data protection policy. This is how we ensure only authorized personnel have access to the data, that access is securely protected and that our security systems are kept up to date. Our employees have signed a non-disclosure agreement and are not allowed to share any data with unauthorized persons; even after their employment at our company. We do not keep data any longer than necessary. Our standard retention policy for data specifies a term of 15 years. This does not include data that we are required to retain for a longer period of time because we are required to do so by law.

Minors

If you are 16 years of age or younger, you may only use our website/services under the supervision of your parents or legal guardians.

Changes to this Privacy Statement

We may change this Privacy Statement from time to time. It is advisable to consult this Privacy Statement regularly.

Access, correction, modification and deletion of your data

You can view your data at any time during regular opening hours of AEC Skyline. We would like to ask you to schedule an appointment with us in advance, so that we can take this into account in our planning. To change your data, to withdraw your consent to use your data, or if you wish to contact us in connection with this privacy statement, please contact us using the information below.

By telephone: Monday to Friday from 08:30 to 17:00 via +31 (0)76 2055 030
E-mail: info@aec-skyline.com

By mail:
AEC Skyline
Bredasebaan 11
4744 RZ Bosschenhoofd
The Netherlands

Identification

In order to prevent abuse, we ask you to serve your written request by sending a copy of a valid ID. Do not forget to cover your social security and your passport photo (those are not required to identify you). You can use the KopieID app for this, for example. Even if you submit your request by telephone, we will have to be able to identify you on the basis of the data known to us before we can process your request. When you submit a request to us for inspection, correction, change and/or deletion, we will ensure that your request is processed within 4 weeks. If we are unable to process it within this period, we will inform you of this.

Dutch Data Protection Authority

We will be happy to help you if you have complaints about the processing of your personal data. If, despite this, you are unable to resolve the matter with us, you have the right, based on privacy legislature, to file a complaint with the privacy supervisor, the Dutch Data Protection Authority (Autoriteit Persoonsgegevens). You can contact the [Dutch Data Protection Authority](#) for this purpose.

How this privacy statement is updated

This (renewed) privacy statement came into effect on April 15, 2025.