

## **PRIVACY STATEMENT TOPIC EMBEDDED SYSTEMS**

### General

This statement applies to all Topic companies that partly act under the name Topic Embedded Systems and their affiliated companies. These companies belong to Topic Ventures B.V., hereinafter referred to as Topic. Within the framework of the execution of its business operations, including the execution of assignments, Topic obtains information, including personal data. Topic will only store and process personal data in accordance with this declaration and the relevant legislation, including the GDPR.

Base for Topic is that privacy is respected and personal data treated confidentially.

### Why do we store and process personal data?

Topic will use the personal data for:

- the delivery of products and services;
- maintaining business relationships;
- maintaining relationships with potential employees.

If the data is used for other purposes, we will notify the involved thereof. The necessary measures to ensure the privacy of the involved are taken in all cases. The data can only be accessed by employees authorised from their function. They have a duty of confidentiality towards any other.

### This concerns the following personal data:

If necessary, Topic records details of clients, prospects, (ex)employees, graduates, applicants, suppliers, website visitors and third parties (hereinafter referred to as involved). The information we collect includes (if necessary): name and address details, citizen service number [BSN] and date of birth.

### Grounds on which we process personal data

We process personal data because:

- The processing is necessary for the execution of an agreement with the involved;
- The data is processed on the basis of a legal requirement.
- The involved has given express permission to process the data.

### Exchange of personal data

Topic can forward the personal details to its operating companies. In addition, personal data can be provided to clients of Topic within the framework of the execution of its business operations. Topic does not sell personal data to third parties. If personal data is provided to third parties, Topic will make every effort to ensure that these third parties adhere to the privacy legislation (by virtue of a processor's agreement). The data is always stored within the EU.

### Your rights

Once we have stored or processed your personal data, you have the following rights:

Each involved has the right to inspect, correct, supplement, delete and limit his data, as well as the right to portability, to be forgotten and the right of objection with regard to the processing of his or her personal data. If the processing of your data is based on permission, you can withdraw it at any time.

If you would like to invoke one of your rights, please contact us by completing the e-mail form or send your request to e-mail [info@topic.nl](mailto:info@topic.nl). To make sure that the request was submitted by you, we ask you to include a copy of your proof of ID with your request. We ask you to black out your photo and citizen service number [BSN] in this copy. This is to protect your privacy.

You will receive a reply from our Data Protection Officer as soon as possible.

Every data subject has the right to submit a complaint to the Dutch Data Protection Authority if the data subject is of the opinion that Topic does not comply with the General Data Protection Regulation. You can also file a complaint or incident with our Data Protection Officer using the following e-mail

address: info@topic.nl. We hope that it does not come to that and will always try to meet our obligations before that time.

In the event of a (potential) data breach, our DPO (Data Protection Officer) will contact the Dutch Data Protection Authority and the data subjects.

#### Retention period

We keep the personal data up to one calendar year after the execution of the assignment. Thereafter, the personal data will be destroyed unless a longer retention period applies for tax purposes.

#### Website privacy policy

When visiting our websites and organising matters through it, we ask permission to record personal data. If someone completes a contact form on our website or sends us an e-mail, the data is saved for as long as is required to fully answer and process the question. The personal data that we receive via these websites is processed in accordance with this privacy statement.

#### Google Analytics

This website uses Google Analytics, a web analysis service provided by Google Inc. Google Analytics uses cookies (text files that are placed on your computer) to help the website analyse how visitors use the site. The information generated by the cookie about your use of the website (including your IP address) is transferred to and stored by Google on servers in the United States. Google uses this information to find out how you use the website, to prepare website activity-related reports for website operators and to offer other services in connection with website activity and Internet use. Google can disclose this information to third parties if Google is obliged to do so by law or if these third parties process the information on behalf of Google. Google will not merge your IP address with other data it holds. You can refuse the use of cookies by choosing the appropriate settings in your browser. However, we would like to point out that you may not be able to use all the features of this website when you disable cookies. By using this website, you agree to Google processing the information in the manner and for the purposes set out above.

#### Cookies

This website uses cookies. A cookie is a simple, small file stored by a website on your hard disk via the browser. A cookie contains information. For example, cookies are used to log your activities on this website, so you do not have to repeat yourself during subsequent visits.

Why do we use cookies?

- To improve website performance.
- To make using the website easier.
- To measure whether visitors can easily find the desired information on our website.

Which cookies are likely to be used by us on this website?

#### Permanent cookies

By using permanent cookies, we ensure that you do not have to perform certain actions again. We recognise the preferences you specified on previous visits to our website. This saves time and makes the website friendlier to use. Permanent cookies can be removed under settings in your browser.

#### Session cookies

Session cookies are used during your visit and are automatically deleted when you close the browser. We remember which parts you view during a visit and we tailor our services accordingly.

#### Google Analytics cookies

Cookies are placed on our website by Google as part of the Google Analytics service. We use this service to track visitor behaviour and to generate reports on how visitors use our website. The information we obtain enable us to improve the website. It is not about logging personal data, but about keeping track of your actions on the website.

#### Social media cookies

Our website contains buttons you can use to promote our messages or web pages on social media, e.g. to like something via Facebook or send a tweet via Twitter. These buttons work with small pieces of code which originate from the social media platforms themselves. Cookies are installed through this code. This is beyond our control. The social media platforms, in their respective privacy statements, explain what they do with your data obtained via the cookies.

#### Enabling, disabling and deleting cookies

More information about enabling, disabling and deleting cookies can be found in the instructions and/or the Help feature of your browser. More information about cookies can be found on the websites of Cookie Rights and the Consumers' Association.

#### The right of inspection, correction, objection or removal

You have the right to inspect, correct, supplement, delete and limit data, as well as the right to portability, to be forgotten and the right of objection with regard to the processing of personal data. Please contact us for any of the above. In order to prevent misuse, we may ask you to identify yourself.

Our internet pages contain links to other websites. Topic is not responsible for the privacy policy of websites that do not come under the management of Topic.

#### Changes

Topic may change or supplement this Privacy Statement. We will always post the most recent version of the Privacy Statement on our website.

The Privacy Statement that applied at the time we received the personal data remains applicable to the personal data that has been provided.

#### Contact

If you have any questions or information about this Privacy Statement, feel free to contact us, either by telephone or by e-mail. If you do so, please quote "Privacy Statement" in the subject line.

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