**Privacy Policy**

Cornelis Vrolijk Holding BV\*, located at Makreelkade 9, 1976 DK in IJmuiden, is responsible for the processing of personal data as set out in this privacy statement.

**Personal data that we process**

Cornelis Vrolijk processes your personal data because you use our services and/or because you provide them to us yourself. Below is an overview of the personal data we process. For this instruction portal, this concerns the following data:

* First name and surname
* Address details
* Job title
* Gender
* Telephone number
* Email Address
* Location details

**Specific and/or sensitive personal data that we process**

Cornelis Vrolijk does not intend to collect data from persons under the age of 16, unless they have the consent of their parents or guardians. If you are convinced that we have collected personal data of a minor without such consent, please contact us at info@cornelisvrolijk.eu and we will remove this information.

**For what purpose and on what basis we process personal data**

In the following section, we will inform you about why and on what legal basis we process personal data regarding this instructional portal. Privacy legislation, including the General Data Protection Regulation (GDPR) allows Cornelis Vrolijk and within the group affiliated companies as joint data controllers to process personal data if this is done on the basis of one of the following legitimate grounds provided in the GDPR.

* For the performance of an agreement, such as for the execution of an agreement for services or an employment agreement with people working at one of the companies within the Cornelis Vrolijk group, the (work)instruction is necessary to carry out the duties properly;
* On the basis of giving permission, as in the event of participants (other than employees) to be able to send a certificate of achievement of the instruction.

**Automated decisions**

Cornelis Vrolijk does not make decisions based on automated processing about matters that could (significantly) affect individuals. These are decisions that are made by computer programmes or systems without any human intervention.

**How long and why we keep personal data**

Cornelis Vrolijk will not keep your personal data for longer than is strictly necessary to fulfil the purposes for which it was collected. Below we describe for the different types of personal data why we keep them.

**Disclosure of personal data to third parties**

Cornelis Vrolijk does not sell your details to third parties and will only make them available if this is necessary to fulfil our agreement with you or to comply with a legal obligation. We enter into a processing agreement with companies that process your data on our behalf to ensure the same level of security and confidentiality of your data. Cornelis Vrolijk remains responsible for this processing.

For the processing of personal data between companies within the Cornelis Vrolijk group (mutual data exchange), the companies act as joint data controllers.

**Accessing, correcting or deleting data**

You have the right to access, correct or delete your personal data. In addition, you have the right to withdraw any consent you may have given to the processing of your personal data or to object to the processing of your personal data by Cornelis Vrolijk and you have the right to data portability.

This means that you can submit a request to us to send the personal data that we hold about you in a computer file to you or to another organisation that you have designated. You can send a request for access, rectification, erasure or transfer of your personal data or a request to withdraw your consent or object to the processing of your personal data to [info@cornelisvrolijk.eu](mailto:info@cornelisvrolijk.eu).

In order to ensure that the request for access is made by you, we ask that you send a copy of your identification along with your request. This copy should have your passport photograph, MRZ (machine readable zone, the strip of numbers at the bottom of your passport), passport number and citizen service number blacked out. This is to protect your privacy. We will answer your request as soon as possible, but within four weeks.

Cornelis Vrolijk would also like to inform you that you have the option of lodging a complaint with the national supervisory authority, the Dutch Data Protection Authority. You can do this via the following link: <https://ico.org.uk/make-a-complaint/data-protection-complaints/data-protection-complaints/>

**How we protect personal data**

Cornelis Vrolijk takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorised access, unwanted disclosure and unauthorised modification. If you have the impression that your data is not properly secured or if there are indications of misuse, please contact us at [info@cornelisvrolijk.eu](mailto:info@cornelisvrolijk.eu).

\*Cornelis Vrolijk Holding BV refers to Cornelis Vrolijk and all its subsidiaries in the Netherlands and abroad. This includes North Atlantic Fishing Company Ltd.