



## Privacy Protocol

This Privacy Protocol describes how Plantera BV handles and processes personal data. This protocol is created in accordance with the General Data Protection Regulation (GDPR) which is applicable as of May 25<sup>th</sup>, 2018. With this protocol, Plantera BV complies with the requirements of the forenamed law.

All personal data which are collected by Plantera BV, are only used for the purpose for which they are collected. The data is never used for other purposes. In case an external party takes care of (partial) data processing, a processor contract is arranged. The personal data will not be shared with third parties.

### Which information is recorded?

Plantera BV records the following data:

#### For all parties:

- Company name
- Address, zipcode, city, country
- Contact details of contact persons, f.e. mobile number and e-mail address.
- General phone number, fax number, e-mail address, website.

#### Information about growers, breeders, suppliers and customers:

For these parties, Plantera also records the growernumber. This is the number from the NAK (The Dutch General Inspection Service) which is used for certifying seed potatoes. A small group of growers, suppliers and customers has specific kinds of certificates, which can be important for the sale of (organic and environmentally friendly) potatoes. We receive the information regarding this certification (certificate number and expiry date) from beforementioned parties and manage it as long as the data is valid (usually 1 year). Besides this, Plantera also records: bank account / IBAN number, VAT registration number and the registration number of the Chamber of Commerce.

#### Information about relations without business interest:

For this group, no additional data are recorded.

#### Information about personnel:

For this group, Plantera BV records all data as mentioned above, the IBAN-number (for the purpose of salary payments), the BSN (Personal Identification) number, marital status and a copy of an Identity Document. Besides this, Gerard Bovée has a personnel file, which includes the application letter, C.V., and reports of performance management meetings.



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Plantera BV wishes to have a close and personal relation with its' employees. Therefore we do exchange personal details such as the names of partners and children. However, these are not recorded.

Plantera does not use largescale marketing mailings, neither do we supply or use data from suppliers who can supply large sets of personal data.

### **Recording data:**

All information is registered in the software LSP (Logistiek Systeem Pootardappelen) and a large part of the data is copied to the bookkeeping software Twinfield.

LSP can be used on two locations: in Marknesse (Oosterringweg 7 8316 RW) and Wieringerwerf (Oosterkwelweg 10, 1771 MH) and is only used by employees of Plantera BV (L. Heupink-Bovée, M. Veltman, G. Bovée, J. van Soesbergen).

The bookkeeping software Twinfield (Flynth-online) is also available on the two Plantera locations (Marknesse and Wieringerwerf), however it is only used by L. Heupink-Bovée en J. van Soesbergen. Twinfield is also available in the office of Flynth (accounting company), where the Plantera details are only checked by the set contact persons of Flynth Zwaagdijk Oost.

Both Plantera BV offices are under constant surveillance of the owners of Plantera BV (G. Bovée and J. van Soesbergen) because they live at the premises. Both offices are locked and guarded when they are not in use.

The personnel files are managed by G. Bovée. They are digital files, saved on a personal computer, locked by passwords.

### **Erasure:**

Growers, breeders, suppliers, customers, relations without business interest and personnel who wish to have their data removed, can request for erasure by sending an e-mail to [lheupink@plantera.nl](mailto:lheupink@plantera.nl).

The request will be processed within 30 working days and the requestor will be informed when his/her data is removed. Wherever possible, paper files will also be destroyed.

However, do notice that we need to act in accordance with the law and therefore we need to store some data for quite some years. As an example: the debtors and creditors documents need to be retained for 7 years as per the Dutch tax laws.

In case the growers, breeders, suppliers, customers, relations without business interest and personnel are out of contact for 2 years, then the personal data will be deleted after the end



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of the financial year (1<sup>st</sup> of July – 30<sup>th</sup> of June). For personnel files, the salary administration must be retained for 7 years, the income tax declaration form and a copy of the ID for 5 years and all other details for 2 years after the end of the employment.

### **Purpose of data processing**

Plantera BV needs the above mentioned data for the following purposes:

#### Growers, breeders, suppliers and customers:

Plantera BV breeds potato varieties, sometimes together with breeders. Plantera tries to find customers for these varieties. To serve these customers, Plantera asks several growers to propagate the potatoes. Transport, storage and packaging are needed to be able to supply the customer with the crops produced by the grower.

Several business transactions occur during this process, between the different parties. To complete these transactions, the address-, bank-, VAT- and CoC-details are required.

#### Relations without business interest:

These are mainly advising bodies, schools and government institutions. For these parties, no bank-, VAT- and CoC-details are registered.

#### Personnel:

Employees work for Plantera and are paid for this on a monthly basis. Therefore, bank details are required. To develop professionally throughout the years, regular meetings are being held between the employees and the owners. These meetings are recorded to clarify agreed actions and decisions. This is for the interest of both they employee and the company.

### **Privacy supervisor:**

Within Plantera BV, one person is responsible for the complete privacy policy: L. Heupink-Bové. Possible data leaks should be reported to her and will be registered by her.

