



# Privacy Statement Steptronics BV

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Steptronics BV  
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6921 DE Duiven  
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## 1. Why this privacy statement?

As part of our services, we collect personal data. We value the privacy of our clients and ensure that your data is handled with care. In this statement, we explain what data we collect, why we do so, and what your rights are.

## 2. What data do we collect?

We may collect the following data:

- Company name and contact person
- Address details
- Email address and phone number
- Billing information
- Technical data (such as system, process, or machine data in use)
- Any login or access credentials to customer portals or systems

## 3. Why do we process personal data?

We process your data for the following purposes:

- To provide our services (production optimization)
- Communication about projects and assignments
- Preparing quotes and invoices
- Compliance with legal obligations (e.g., tax legislation)
- Improving our services



#### **4. Who do we share your data with?**

We only share your data with third parties if necessary for our services or if we are legally obliged to do so, such as with:

- Accounting or administrative office
- IT or hosting providers (e.g., for data storage)
- Tax authorities or other government institutions

We ensure that processing agreements are in place with these parties to safeguard your privacy.

#### **5. How long do we store your data?**

We do not store your data longer than necessary. For administrative data, we follow the legal retention period of 7 years. Technical and project data are stored as long as they are relevant for maintenance or follow-up.

#### **6. How do we protect your data?**

We take appropriate technical and organizational measures to protect your data against loss, unauthorized access, or misuse.

#### **7. Your rights**

You have the right to:

- Request access to your personal data
- Have your data corrected or deleted
- Object to data processing
- Withdraw consent (if applicable)
- File a complaint with the Dutch Data Protection Authority

#### **8. Contact**

If you have any questions or requests regarding this privacy statement or your data, please contact us at:

Steptronics BV, Eltingerhof 63, 6921 DE Duiven  
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