

ABBOTT B.V. PRIVACY POLICY

Abbott B.V. respects the privacy of visitors to its company and website, and in particular the rights of visitors with regard to automated processing of personal data. Our privacy policy is intended to inform you about what personal data we use, why and when we use them, how long we keep them and whether and with whom we share them. We process your personal data in accordance with the General Data Protection Regulation (the relevant legislation).

We would like to draw your attention to the fact that our general terms and conditions apply to agreements that we conclude with you. These may be viewed via the following link:

<https://www.abbott.nl>.

For any additional information regarding the protection of personal data, please visit the website of the Dutch Data Protection Authority, <https://autoriteitpersoonsgegevens.nl>.

The current version of our privacy policy available on the website is the only version that applies while you visit the website, until it is replaced by a new version.

Article 1 – Terminology

1. The term 'personal data' refers to any information by which you can be identified as a person. This definition is in accordance with the relevant legislation. In this privacy policy, all operations relating to the use of your personal data are referred to as 'processing'.
2. Website: www.abbott.nl (hereinafter also 'the website');
3. The company: Abbott Executive Search B.V.;
4. Personal data controller (hereafter also 'the administrator'): Abbott Executive Search B.V. (Helmus Verouden, partner), established in Eindhoven, Dillenburgstraat 7-D (5652 AM), Chamber of Commerce number: 17114792.

Article 2 – How do we gather your personal data?

We obtain your personal data both directly and indirectly, i.e. from you yourself and from third parties. We also obtain your personal data incidentally from those involved in our business operations.

Article 3 – What personal data relating to you do we process?

We do not process personal data without good reason. We only process personal data that are necessary in order to provide you with the best possible service. The more closely we work with you, the more personal data we need and process in order to provide an optimal service.

The personal data we process are from potential customers, customers, potential candidates, candidates and suppliers. We process personal data in order to enter into or remain in contact with you. We may also process contact data of family members and/or acquaintances when necessary.

In addition, we process all personal data that we are legally obliged to process, such as the financial data, citizen service number and ID, passport or driving licence details of our employees.

We process the following personal data:

- Abbott employees: name, street address, locality, telephone number, email address, job title, bank account number, citizen service number, ID, passport or driving licence.
- Potential customers: employer's name, job title, telephone number (work and/or private), email address (work).
- Customers: employer's name, job title, telephone number (work and/or private), email address (work and/or private) invoicing address, bank account number.
- Potential candidates: name, employer's name, job title, telephone number (work and/or private), email address (work).
- Candidates: name, employer's name, job title, telephone number (work and/or private), email address (work and/or private), street address, locality, date of birth and CV.
- Suppliers: name, employer, job title, telephone number (work), email address (work), bank account number.

Article 4 – We process your personal data for the following purposes

We process your personal data in order to provide you with an optimal service. This means, among other things, that we process personal data in order to make you offers and recommendations, send you newsletters about our services, or send invoices. We also need your personal data in order to advise you. In addition, we need your personal data in order to communicate with you or contact you. We also use your personal data to pay your salary or to place you with a customer. You may also receive commercial offers from the controller. If you no longer wish to receive these, please send an email to the following address: info@abbott.nl.

We will never use your personal data for any other purpose. In the event that we use your personal data for a different purpose, we will inform you of this in advance. For more information about the purposes for which we process personal data, please feel free to contact us.

Art. 5 – Why we are allowed to process your personal data

We are not allowed to process your personal data without a valid reason. We ask for your consent to process your personal data. In addition, in some circumstances we are legally obliged to process your personal data, and in others, your personal data are necessary for the service that we provide to you and the agreement that we conclude with you. In some cases, your personal data are necessary for invoicing and administration.

Art. 6 – Statistics and cookies

Abbott B.V. records usage data from its website for statistical purposes. Personal data collected in this way are in principle anonymous and are not sold by Abbott B.V. to third parties. In order to increase the user-friendliness of Abbott B.V.'s website and gain insight into the use of the website, the Abbott B.V. website uses cookies. Cookies are small text files that are installed on your computer, tablet or smartphone during your visit to the website. The data which are recorded by cookies installed by Abbott B.V.'s website cannot be traced back to a natural person. In addition, personal data are not used with these cookies. You may stop or refuse the use of these cookies at any time, although this may limit the functionality and ease of use of the website. Abbott B.V. use Google Analytics on its website to measure statistics. In general terms, this software enables Abbott B.V. to monitor user behaviour and

general trends and obtain reports. This helps to improve the functioning of the website. Google may provide this information to third parties if it is legally obliged to do so or if the third parties process the information on behalf of Google. By using the Abbott B.V. website you consent to the processing of information in the manner and for the purposes described above. The information that Google collects is anonymised as much as possible, and an IP address is definitely not included. You can read more about cookies and how to block or delete them on the website of the Authority for Consumers and Markets.

Art. 7 – For how long will we keep your personal data?

We never keep your personal data for longer than necessary. We have therefore set the following retention periods, which are partly determined by legal obligations: we keep financial personal data for seven years; other personal data are erased as soon as the need to keep them ceases.

Art. 8 – Who will your personal data be sent to?

Your data will be sent to parties involved in mailings, our administration and newsletters. Your personal data may also be requested and/or used by, among others, the Tax Authorities, our pension insurer, IND, our vehicle leasing company, the Employment Insurance Agency, our IT partners, our administration offices and accountants (payroll administration), audit bodies (in connection with NEN certificates) and social media (including Facebook, Instagram, YouTube), where this is necessary and/or legally required. Your personal data are stored in a secure system and are not provided to third parties, except where there is a legal obligation or if this is necessary.

Abbott B.V. works on a remote server in the Cloud, hosted and managed by our IT partner. All employees are given an access code with a password. Office programmes and a CRM package hosted and managed by our CRM partner are used on this server. This server is accessible to employees of Abbott B.V., of our IT partner and of our CRM partner.

Art. 9 – Security

We take great care over the security of your personal data. We have taken the necessary technical and organisational measures to protect your personal data. We have signed processing contracts with our processors in which arrangements have been made about the security of your personal data.

Art 10 – Modification of the privacy policy

We may adapt this privacy policy. We will give notice if we change the privacy policy to a significant extent. We will inform users who have registered with us using their email address of any changes. If you are not registered as a user, we advise you to consult our website and this policy regularly.

Art. 11 – Your rights with regard to personal data

The personal data that we process relate to you personally. You therefore have the following rights:

The right to withdraw your consent

You have the right to withdraw the consent you have given for the processing of your personal data. Once you have done so, we are not allowed to process your personal data without some other legal basis for doing so.

The right of inspection

At your request we will inform you whether anything has been done with your personal data, and if so, what. We will give you information about the purposes for which your personal data have been used, which personal data have been used and who its recipients are or will be. We will also inform you, if possible, of the period for which your personal data will be stored and/or on what basis that period will be determined.

The right of correction

If it turns out that we have been processing incorrect personal data relating to you, you have the right to have it modified, corrected or supplemented by us.

The right to have data deleted

In some cases you have the right to have the personal data relating to you that we process deleted. There are certain requirements attached to this. There are also some exceptions that apply to our organisation.

The right to restriction of processing

As a data subject you have the right to restrict the processing of your personal data if, for example, you feel that we are not processing correct personal data relating to you or that we are processing your personal data unlawfully.

Do you wish to exercise one of the above rights? If so, we will also inform the recipients of your personal data.

The right to data portability

You have the right to recover any personal data you have provided to us. If possible, we can forward these personal data directly to another party at your request.

The right of objection

You have the right to object to the processing of your personal data. When you notify us of such an objection you must explain why you object to us continuing to process your personal data.

The right to submit a complaint

You have the right to submit a complaint to the Dutch Data Protection Authority (AP).

Automated individual decision making, including profiling

You have the right not to be subject to a decision that is based entirely on automatic decision making or profiling if this may have consequences for you.

Notification of breaches relating to your personal data

We will inform you as soon as possible if a data breach takes place which entails a high risk for you. There are exceptions to this. If you wish to know more, you are welcome to contact us.

Do you wish to exercise your rights? If so, contact us. If we receive a request with regard to the above rights, we need to verify the identity of the person making the request. We do this by asking you for a copy of a valid passport, driving licence or identity card. You may cover over the passport photo on your identity document if you wish. We will only deal with requests relating to your own personal data.

Do you have any questions or do you need further clarification? If so, please contact us using the details below:

Abbott B.V.

Helmus Verouden, partner

Dillenburgstraat 7-D

5652 AM Eindhoven

by email: info@abbott.nl or by telephone: 040-2323344.