



## **MPS Group Retention Period Policy**

### **1. Purpose of this policy**

The MPS Group makes every effort to protect your personal data. The privacy statement contains information about the way we handle personal data. Part of this involves determining and applying retention periods.

In all cases, the MPS Group adheres to the applicable laws and regulations, including the General Data Protection Regulation.

With respect to this, the laws and regulations include the following relevant points:

- We may process personal data only for the purpose for which it was provided, and these purposes and types of personal data are described in the privacy statement on the website;
- The processing of personal data is restricted to only the data required as a minimum for the purposes for which it is processed;
- Subject to statutory retention periods, we do not store personal data longer than necessary or legally required;
- We request your explicit consent if we need it to process your personal data;
- We take appropriate technical and organisational measures to ensure the security of your personal data;
- We do not pass on personal data to other parties, unless this is necessary for carrying out the purposes for which it was provided;
- We are aware of your rights regarding your personal data, and we will indicate this to you and respect these rights.

### **2. Processing personal data belonging to customers or prospects**

The MPS Group processes the personal data of Customers or prospects or their contact persons for the following purposes:

- to fulfil the agreements between the Customer and MPS Group;
- to inform the Customer or prospect about the activities of the MPS Group;
- to be able to contact the Customer/prospect and respond to questions asked by the Customer/prospect;
- for statistical research with respect to the MPS Group tasks and objectives (such as research into which products/services are successful);
- for improving the services provided by the MPS Group;
- in order to comply with statutory requirements;
- for potential dispute resolution;
- for administrative purposes;
- for signing up to the MPS Group newsletter.

The basis for processing this personal data is as follows:

- The agreement between the Customer and MPS Group or the consent of a prospect.

For the above purpose(s), the MPS Group may process the following personal data:



- name;
- address;
- place of residence;
- telephone number;
- e-mail address;
- bank details (Customer only);
- VAT number (Customer only);
- Chamber of Commerce number (Customer only).

The MPS Group will only store the personal data for the processing purpose(s) described above, for the following period:

- For the duration of the agreement, and after that, no longer than necessary or legally required.

### 3. Processing personal data during auditing and certification

When carrying out auditing and certification activities, the MPS Group processes the personal data of the parties concerned. **Inspection** of personal data is not considered to be processing, and the GDPR does not apply. **Storage** of personal data is considered to be processing, and the GDPR does apply in this case.

The basis for processing this personal data is as follows:

- The agreement between the Customer and certification body MPS ECAS.

For the above purpose, the MPS Group may process the following personal data:

- name;
- address;
- place of residence;
- telephone number;
- e-mail address;
- gender;
- date of birth;
- sales data;
- bank details;
- VAT number.

The MPS Group will only store the personal data for the processing purpose(s) described above, for the following period:

- For the duration of the agreement, and after that, no longer than necessary or legally required.

### 4. Processing personal data belonging to newsletter subscribers

The MPS Group processes the personal data of newsletter subscribers for the following purpose(s):



- Informing the subscriber about developments within the MPS Group and the horticultural sector.

The basis for processing this personal data is as follows:

- The agreement between the Customer and MPS Group, or subscription to our newsletter through our website.

For the above purpose(s), the MPS Group may process the following personal data:

- e-mail address.

The MPS Group will only store the personal data for the processing purpose(s) described above, for the following period:

- The period of your subscription.

## **5. Processing personal data for the purpose of market research**

The MPS Group processes personal data for market research for the following purpose(s):

- Carrying out research into the effectiveness of and satisfaction about our services, and testing new products.

The basis for processing this personal data is as follows:

- The membership agreement.

For the above purpose(s), the MPS Group may process the following personal data:

- first name;
- infix;
- last name;
- e-mail address;
- the region in which the person is located.

The MPS Group will only store the personal data for the processing purpose(s) described above, for the following period:

- Up to one year after completing the research.

## **6. Processing personal data belonging to interested parties**

The MPS Group processes the personal data of interested parties for the following purpose(s):

- Providing information in the form of targeted contacts.



Basis for processing is: to obtain consent from the interested party or for the execution of the agreement.

For the above purpose, the MPS Group may process the following personal data:

- Name, address, place of residence;
- telephone number;
- e-mail address.

The MPS Group will only store the personal data for the processing purpose(s) described above, for the following period:

- The period during which the party is regarded as an interested party.

## **7. Processing personal data belonging to job applicants**

The MPS Group processes the personal data of job applicants for the following purpose(s):

- Recruitment of staff.

Basis for processing is:

- to obtain consent from the job applicant.

For the above purpose(s), the MPS Group may process the following personal data:

- first name;
- infix;
- last name;
- telephone number;
- e-mail address;
- date of birth;
- information about career history and education;
- any other information sent by the job applicant.

The MPS Group will only store the personal data for the processing purpose(s) described above, for the following period:

- The period for which a party's job application is running, and for a maximum of four weeks after that, unless it is agreed that the application may be kept on file, in which case it will be stored for up to one year.
- Open applications will be stored for up to one year.

## **8. Provision to third parties**

We may provide the data you give us to third parties if this is necessary for carrying out the purposes described above. For example, we work with a third party for:



- Managing our website(s);
- Managing our financial and other administration;
- Managing newsletters, invitations and surveys;
- Providing security outside of office hours.

We never pass on personal data to other parties with whom we do not have a processing agreement. Naturally, we make the necessary agreements with these parties (processors) to ensure the security of your personal data. In addition to this, we will not pass on to other parties the personal data you provide to us, unless required and permitted to do so by law.