

# PRIVACY STATEMENT

CEPRO INTERNATIONAL B.V.  
PROVINCIEËNBAAN 16  
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The Netherlands

CEPRO.NL  
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## 1. GENERAL INFORMATION

### A. PRIVACY

Cepro International B.V. highly values your privacy. We process personal data when you use our website or when you provide it to us yourself, for example through a contact form, quotation request form, or job application form.

Cepro International B.V. is the data controller within the meaning of the General Data Protection Regulation (GDPR).

### B. SUMMARY

We make every effort to carefully process the personal data you provide to us. With this privacy statement, we offer you a clear overview of:

- a. The purposes for which we process your personal data
- b. Which personal data we may process about you
- c. How long we retain your personal data
- d. With which (sub)processors we cooperate
- e. What rights you have under the GDPR
- f. What measures we take to protect your personal data

## 2. AN OVERVIEW OF THE PERSONAL DATA WE PROCESS

### We process the following data:

#### From you as a website visitor or form user:

- i. Name (full name, initials, preferred name, official given names)
- ii. Company name
- iii. Email address
- iv. Telephone number

#### From you as an applicant (application form):

- i. Name
- ii. Email address
- iii. Telephone number
- iv. Cover letter
- v. Curriculum Vitae (CV)

### 3. SPECIAL AND/OR SENSITIVE PERSONAL DATA

Cepro International B.V. does not process any special categories of personal data as defined in the GDPR.

### 4. WHY WE NEED DATA AND HOW LONG WE RETAIN IT

#### A. PURPOSES

Your personal data is processed for:

Recruitment and selection: to review and process job applications.

**1. Contact and communication**

To contact you following a completed contact or quotation form, to answer your questions, and (if requested) to provide a quotation.

**2. (Pre)contractual measures**

To carry out actions at your request prior to entering into an agreement (e.g. preparing and following up on a quotation).

**3. Recruitment and selection**

To review and process job applications.

**4. Website analysis and (if permitted) marketing**

To analyze website usage in an anonymized manner (including via Google Analytics and Microsoft Clarity) and, only with your consent, to apply marketing cookies (e.g. via Google Ads). See also the paragraph on cookies.

#### B. Retention periods

We do not retain personal data longer than necessary for the purposes for which it was collected, unless a statutory retention obligation applies.

- Contact and quotation requests: up to 12 months after the last contact, unless this results in a customer relationship.
- Customer relationship (if applicable): data required for the agreement and our administration are retained for the duration of the agreement and subsequently in accordance with the statutory (fiscal) retention period of 7 years.
- Job applications: up to 4 weeks after the conclusion of the procedure; with your consent, up to 1 year for future vacancies (you may withdraw your consent at any time).

### 5. Processing by third parties

Cepro International B.V. only shares personal data with third parties if this is necessary for the performance of our services or to comply with legal obligations. Data processing agreements have been concluded with all (sub)processors to ensure an appropriate level of security and confidentiality.

#### Engaged (sub)processors and purposes:

- RB-Media B.V. – website management and hosting (technical support and secure storage).
- Google Analytics (anonymized) – analysis of website usage to improve services.
- Google Ads (anonymized) – display of relevant advertisements and measurement of campaigns (only with consent via cookie settings).
- Microsoft Clarity (anonymized) – usage analysis to optimize the website.

**Key safeguards:**

- Third parties are not permitted to use your data for their own (commercial) purposes.
- Where data processing may take place outside the EEA (e.g. by providers of analytics tools), Cepro International B.V. implements appropriate safeguards in accordance with Article 46 GDPR (such as EU Standard Contractual Clauses) and additional security measures.
- We remain responsible as the data controller for these processing activities.

## 6. Mapping your website visit

### A. COOKIES

Our website uses the following categories of cookies:

- Functional cookies – necessary for the (technical) functioning and user-friendliness of the site.
- Analytical cookies – to analyze and improve website usage in an anonymized way, including via Google Analytics and Microsoft Clarity (configured in a privacy-friendly manner, anonymized where possible).
- Marketing cookies – to display relevant advertisements and content and to measure the effectiveness of campaigns, only with your consent (e.g. via Google Ads).

### B. Cookie settings

On your first visit, you choose which cookies you accept. Non-functional cookies (analytical/marketing) will only be placed after your active consent. You can change your preferences or withdraw your consent at any time via the cookie settings in the banner. In addition, you can delete or block cookies already placed through your browser settings.

## 7. Accessing, correcting or deleting data

### A. Your rights

i. You have the right to:

- Access your personal data
- Request rectification (correction)
- Request deletion of your data
- Request restriction of processing
- Data portability: receive your data in a structured, commonly used and machine-readable format, or have it transferred to another party
- Object to (further) processing, including direct marketing
- Withdraw consent, for example regarding the retention of application data in the talent pool

ii. You can submit your request via [info@cepro.eu](mailto:info@cepro.eu).

iii. For verification purposes, we may ask you to send a copy of your identity document, with your photo, MRZ, passport number and citizen service number (BSN) obscured.

iii. We will respond to your request as soon as possible, but no later than within four weeks.

## 8. Right to lodge a complaint

### A. Internal handling

Do you have a complaint about how we handle your personal data? Please contact us first via [info@cepro.eu](mailto:info@cepro.eu). We will try to find a solution together with you.

### B. Dutch Data Protection Authority

If we cannot resolve the matter together, you have the right to lodge a complaint with the Dutch Data Protection Authority (Autoriteit Persoonsgegevens, AP). More information can be found at [autoriteitpersoonsgegevens.nl](https://autoriteitpersoonsgegevens.nl).

## 9. Security of your data

Cepro International B.V. takes appropriate technical and organizational measures to protect personal data against misuse, loss, unauthorized access, unwanted disclosure and unlawful alteration. These include, at a minimum:

- SSL security (https) for an encrypted connection with our website
- Two-factor authentication (2FA) for access to the CRM
- Regular data backups
- Limited access to email and systems on a need-to-know basis

## 10. Changes to this privacy statement

Cepro International B.V. may amend this privacy statement from time to time. The most recent version can always be found on our website. In the event of significant changes, we will actively inform you where possible (e.g. via email or a clear notice on the website).

Last modified on: 15-09-2025

## 11. Contact

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