



Boix Europe B.V.
Loubergweg 6
6961 EK Eerbeek
The Netherlands

PRIVACY POLICY

Last update – August 2018

A. WHO ARE WE?

The website www.boixeurope.com is owned and operated by Boix Europe B.V.

Boix Europe is the main dealer for Boix packaging machines in Europe and market leader in forming and gluing both corrugated and solid board packaging. The machines find their way to various market sectors: from agricultural to industrial use in food and non-food sectors. Boix stands for high quality standards and an excellent service.

Boix Europe B.V. has its office at: Loubergweg 6, 6961 EK Eerbeek, The Netherlands. The contact email address for Boix Europe is info@boixeurope.com Its contact telephone number is: +31 (0)313 670 460 and it is registered in the trade register of the Chamber of Commerce with the registration number: 50145827.

B. APPLICATION OF THE PRIVACY POLICY

This Privacy Notice describes how we collect, use and otherwise handle “**Personal Information**” that you provide or make available to us, or that we collect from you, when you use our Websites, and explains the circumstances in which we may transfer this to others.

“**Personal Information**” is information relating to you, which can be used to personally identify you (either directly or indirectly).

Our Privacy Notice must be read together with any other legal notices or terms and conditions available on other pages of our Websites.

C. HOW, WHEN AND WHY DO WE COLLECT AND USE PERSONAL INFORMATION?

1. Information that we collect

The types of information that we may collect from you, depending on how you use our Websites include:

- a. your name;
- b. your email address;
- c. your address (business and personal);
- d. your landline and mobile telephone numbers (business and personal);
- e. any other information that you choose to provide to us when filling out a contact form on our Websites;
- f. your geographic location (country/territory where you are living and/or working);
- g. your job title, role and the name of your employer;
- h. the industry sector in which you work;
- i. the country or countries, industry sector(s) and area(s) of law in respect of which you wish to receive Law-Now/RegZone communications (where you have registered on the Law-Now/RegZone subscription portals); and
- j. your C.V. and covering letter (where you apply for a vacancy with us on our Websites).



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2. How we use your Personal Information

Contact Forms - we may collect your Personal Information, which you choose to provide when you fill in forms on our website, including the information set out in a.-e. above. We may use this Personal Information to respond to your queries, and/or provide the services and/or information that you have requested.

Boix Newsletter - if you choose to subscribe to our newsletter, we use Personal Information that you provide during the subscription process to send you relevant Boix-content by email. This will consist of information about packaging solutions and business issues that are relevant to your preferences. We will also tell you about our events and training courses.

Your agreement to the use of your Personal Information for these purposes is optional. If you decide not to subscribe to our newsletter we will not send you our newsletter, but your use of our website will remain otherwise unaffected. You can change your preferences at any time.

Boix Newsletter opt-out - you are entitled to opt-out from receipt Boix communications at any time. You can also use the “unsubscribe” option included in all our e-mails. When you unsubscribe we will keep a record of this, and once your request has been processed, you will stop receiving Boix emails. You can still use our websites once you have unsubscribed.

Recruitment - if you apply for a job you will be directed to our recruitment website. In each case you will be provided with specific information about how your Personal Information will be handled in connection with your application at the time that you submit your Personal Information. We either ask you to contact us directly by email or we request that you upload a copy of your C.V. and covering letter so that we can consider your suitability for the role.

Our Business Purposes - we may also use your Personal Information for our business purposes such as:

- record keeping, statistical analysis, internal reporting and research purposes;
- to ensure network and information security;
- to notify you about changes to our services;
- to investigate any complaint you make;
- to provide evidence in any dispute or anticipated dispute between you and us;
- to customise various aspects of our Websites to improve your experience;
- to host, maintain and otherwise support the operation of our Websites;
- for the detection and prevention of fraud and other criminal offences and for risk management purposes;
- for business and disaster recovery (e.g. to create back-ups);
- for document retention/storage;
- for database management;
- to protect the rights, property, and/or safety of CMS, its personnel and others; and
- to ensure the quality of the services we provide to our users.

In addition, we may use your Personal Information for further specific purposes made clear at the point of collection on particular pages of our Websites.

If you choose not to provide Personal Information requested by us, we may not be able to provide you with the information and/or services you have requested or otherwise fulfil the purpose(s) for which we have asked for the Personal Information. Aside from this, your visit to our Websites will remain unaffected.

3. Legal grounds for collection and use of Personal Information

We ask for your consent to process your personal information in relation to our Boix newsletter and in some cases for recruitment purposes (where this is made clear to you at the point where you provide your information). In other cases, we process your personal information where we need to do so:

- to comply with our legal and regulatory obligations;
- for our legitimate interests in:
 - responding to your queries;
 - providing services and/or information to you;
 - recruiting personnel (except in cases where we ask for your consent as mentioned above); and
 - our internal business purposes, as set out in 2. above.

4. Cookies

Where you use our website, we will process your Personal Information collected by using cookies.

5. Information from other sources

Where permissible under applicable local laws, we may combine information that you have provided to us with other information that we already hold about you and which we have collected for a compatible purpose.

D. HOW AND WHEN DO WE SHARE INFORMATION WITH THIRD PARTIES?

Some services that we provide require the involvement of third parties. We have carefully selected these third parties and taken steps to ensure that your Personal Information is adequately protected. Details about how we share Personal Information with third parties is set out below:

1. Google Analytics

Our Websites use Google Analytics, a web analysis service provided by Google Inc. ("**Google**"). Google Analytics works using cookies.

Google Analytics cookies collect your IP address, however because IP anonymisation is used on our Websites, your IP address will be shortened (and therefore anonymised) as soon as technically possible and before it is stored or otherwise used in connection with Google Analytics.

The anonymisation process takes place within the European Union or the European Economic Area, except in exceptional cases, where your full IP address may be sent to a Google server in the U.S.A. and shortened there.

We use the information collected by Google Analytics cookies to find out about how visitors use our Websites.

The IP address sent by your browser in connection with Google Analytics will not be combined by Google, with other data.

You can prevent Google Analytics cookies from being stored by setting your browser software accordingly. However, please note that you may not then be able to make full use of all the Websites' functions.

You can also opt-out of Google Analytics by downloading and installing the browser plug-in available at the following link: <http://tools.google.com/dlpage/gaoptout?hl=en>.

2. Sharing within Boix and to Service Providers

Boix Europe B.V. shares your Personal Information with Boix Offices:

- if you ask that we should do so in an online form; or
- where we need to do so in order to provide the services or information that you have requested.

When a CMS Office would like to use your Personal Information for a new purpose, they will let you know about this first.

We also share your Personal Information in relation to our websites for the purposes of: hosting and maintaining our website; providing data storage; assisting us with database management, and in order to assist us with related tasks or processes.

All of our service providers are bound by written contract to process Personal Information provided to them only for the purpose of providing the specific service to us and to maintain appropriate security measures to protect your Personal Information.

3. Sharing with other third parties

We share your Personal Information with:

- our accountants, auditors, lawyers or similar advisers when we ask them to provide us with professional advice;
- any other third party if we are under a duty to disclose or share your Personal Information in order to comply with any legal obligation, or to protect the rights, property and/or safety of CMS, our personnel or others;
- any other third party for the purposes of acting in accordance with the requirements of a court, regulator or government agency, for example, complying with a search warrant or court order or acting in accordance with an applicable law or regulation; or
- investors and other relevant third parties in in the event of an actual potential sale or other corporate transaction related to CMS.

Our Websites provide sharing buttons that you can click on in order to share content from our Websites on social media channels, e.g., Facebook. We do not use these buttons to share your Personal Information with social media providers. When you click on a sharing button the relevant social media provider will gather Personal Information directly from you. Please read the privacy notice of any social media provider with which you intend to share content before clicking on the corresponding sharing button.

E. HOW LONG DO WE STORE PERSONAL INFORMATION?

It is our policy to retain your Personal Information for the length of time required for the specific purpose or purposes for which it was collected. However, we may be obliged to store some Personal Information for a longer time, taking into account factors including:

- legal obligation(s) under applicable law to retain data for a certain period of time;
- statute of limitations under applicable law(s);
- (potential) disputes and
- guidelines issued by relevant data protection authorities.

Whilst we continue to process your Personal Information, we will ensure that it is treated in accordance with this Privacy Notice. Otherwise, we securely erase your information once this is no longer needed.

F. SECURITY

Our websites is hosted on servers in the Netherlands. We employ appropriate security measures to help protect your Personal Information and guard against access by unauthorised persons. Information storage is on secure computers in a locked and certified information centre and information is encrypted wherever possible. We undergo periodic reviews of our security policies and procedures to ensure that our systems are secure and protected. However, as the transmission of information via the Internet is not completely secure we cannot guarantee the security of your information transmitted to our website.

G. CONFIDENTIALITY

We acknowledge that the information you provide may be confidential. We do not sell, rent, distribute or otherwise make Personal Information commercially available to any third party, except that we may share information with our service providers for the purposes set out in this Privacy Notice. We will maintain the confidentiality of and protect your information in accordance with our Privacy Notice and all applicable laws.