

Privacy statement

J.A. Printed Circuits Company (JAPCC) takes the protection of your personal data seriously. How we handle your personal data is set out clearly and transparently in this Privacy statement.

We do everything to ensure your privacy and therefore we handle personal data with care. JAPCC always adheres to the applicable laws and regulations, including the General Data Protection Regulation (GDPR). We are aware that local legislation may differ from the GDPR and that it may impose more stringent requirements. In such cases the more stringent law applies.

This implies that we at least:

- Process your personal data in accordance with the purpose for which it was provided. These purposes and types of personal data are described in this Privacy statement;
- Limit the processing of your personal data to only the data that is at least necessary for the purposes for which it is processed;
- Ask for your explicit permission if we need this for the processing of your personal data;
- Have taken appropriate technical and organizational measures to ensure the security of your personal data;
- Do not transfer personal data to other parties, unless this is necessary for the purposes for which they were provided;
- Are aware of your rights regarding your personal data, wish to point them out to you and we respect these rights.

JAPCC is responsible for the processing of your personal data. If you have any questions after reading our Privacy statement, or more general questions, or you would like to contact us, please do so by means of our contact details at the bottom of this document.

Processing of personal data of customers or business partners

Personal data of customers or business partners are processed by JAPCC for the following purpose(s):

- Recording personal data for invoicing and / or the production process

The lawful basis for processing this personal data is that you want to use / make use of our services.

With respect to the above purpose(s), JAPCC may request the following personal data:

- Company Name
 - Postal and / or visiting address
 - Chamber of Commerce number
 - VAT number
 - BIC number
 - Legal Identity
 - Contact's Initials / First name
 - Contact's Surname prefix
 - Contact's Last name
 - (Business) telephone number
 - (Business) email address
 - Contact's gender
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Processing of personal data of prospect, stakeholder / lobby contact and / or interested person

Personal data of prospects, stakeholders / lobby contacts and / or interested persons are processed by JAPCC for the following purpose(s):

- Provision of information in the form of targeted telephone calls and / or personal contact

The lawful basis for the processing of this personal data is **verbal consent, issuing of business card and / or via social media**

With respect to the above purpose(s), JAPCC may request the following personal data:

- Company Name
- Postal and / or visiting address
- Legal Identity
- Contact's Initials / First name
- Contact's Surname prefix
- Contact's Last name
- (Business) telephone number
- (Business) email address
- Contact's gender

Distribution to third parties

We may pass on the information that you provide to third parties if this is necessary for carrying out the purposes described above. For example, we use a third party for:

- Production and delivery of your printed circuit boards;
- Taking care of financial accounts and tax matters.

Needless to say, we make the necessary arrangements with these parties (processors) to guarantee the security of your personal data. We never pass on personal data to other parties with whom we have not concluded a processing agreement. Furthermore, we will not pass on the information provided by you to other parties, unless this is legally required and permitted; for example, if the police request personal data in the course of an investigation. We are required to cooperate in such cases and are therefore obliged to provide the information requested. We may also share personal data with third parties if you give us permission to do so.

Outside the EU

We pass on personal data exclusively to parties outside the EU (and with whom we have a contract) when this is strictly necessary to ensure the timely and qualitative production and delivery of your printed circuit boards.

Retention period

JAPCC does not store personal data for longer than necessary for the purpose for which it was provided or is required by law.

Security

We have taken appropriate technical and organizational measures to protect your personal data against unlawful processing, including the following measures:

- All those who can access your data on behalf of JAPCC are bound by an obligation to observe confidentiality;
- We have a username and password policy with two-factor authentication on all our systems;
- We take measures to pseudonymize data and encrypt personal data if there is reason to do so;
- We make backup-copies of personal data in order to be able to restore it should physical or technical incidents occur;
- Our measures are regularly tested and evaluated;
- Our employees are informed about the importance of protecting personal data;
- We are aware that we are handling sensitive personal data.

Rights regarding your personal data

You have the right to inspect, rectify or delete the personal data you have provided to us. You also have the right to object to the processing of your personal data (or a part thereof) by us or by one of our processors. You also have the right to have us transfer the data you have provided to you or directly to another party on your instructions. We may ask you to provide proof of identity before we can respond to the aforementioned requests.

If we are permitted to process your personal data based on your permission, you always have the right to withdraw this permission.

Complaints

If you have a complaint about the processing of your personal data, we kindly ask you to contact us directly. If we cannot work things out together, which would be regrettable, you always have the right to submit a complaint to the Data Protection Authority, which is the supervisory authority for privacy protection matters.

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