

## **Privacy Statement – ADC Group**

### 1. Introduction

ADC Group and its affiliated companies (hereinafter: "ADC Group") attach great importance to the protection of personal data. In this privacy statement, we explain how we handle personal data of customers, suppliers, applicants and other data subjects, in accordance with the General Data Protection Regulation (GDPR).

This privacy statement applies to all processing of personal data by ADC Group, unless otherwise indicated.

### 2. Who is responsible for the processing?

ADC Group is the controller for the processing of personal data as described in this privacy statement.

Contact details:

**ADC Group**

**Nijverheidsweg-Noord 114**

**3812 PN Amersfoort**

**033-2998181**

**mail: [privacy@archeologie.nl](mailto:privacy@archeologie.nl)**

ADC Group consists of several business units. The processing of personal data takes place within the framework of this central privacy statement.

### 3. What personal data do we process?

ADC Group may process the following personal data, among others:

- \* Name, address and place of residence
- \* Contact details (phone number, email address)
- \* Company details
- \* Financial and administrative data
- \* Correspondence
- \* Website and communication data
- \* Information you provide yourself

We do not process more data than is necessary for the purpose for which it was collected.

### 4. For what purposes do we process personal data?

ADC Group processes personal data for the following purposes:

- \* Executing agreements
- \* Relationship management and communication
- \* Administrative and financial handling
- \* Compliance with legal obligations
- \* Improving our services

- \* Marketing and communication activities (to the extent permitted)
- \* Security of systems and information

## 5. Legal bases

We only process personal data if there is a valid legal basis for doing so, such as:

- \* Performance of an agreement
- \* Legal obligation
- \* Legitimate interest
- \* Consent (where applicable)

## 6. Cookies, or similar techniques

ADC Group uses functional, analytical and tracking cookies on its websites. A cookie is a small text file that is stored in the browser of your computer, tablet or smartphone when you first visit this website.

ADC Group uses cookies with a purely technical functionality. These ensure that the website works properly and that, for example, your preferred settings are remembered. These cookies are also used to make the website work properly and to optimize it. In addition, we place cookies that keep track of your surfing behavior so that we can offer tailor-made content and advertisements. On your first visit to our website, we have already informed you about these cookies and asked for permission to place them. You can opt out of cookies by setting your internet browser to stop storing cookies. In addition, you can also delete all information that has previously been stored through your browser's settings.

## 7. Retention periods

ADC Group does not store personal data for longer than is necessary for the purpose for which it was collected, unless a longer retention period is required by law.

We use the following retention periods for the following personal data:

- We delete personal data that you provide for the purpose of sending publications after Details
- We store personal data that you provide for sending our newsletter until you cancel your subscription.
- Personal data that you provide for the purpose of requesting a quote or for the purpose of an assignment will remain in our records, unless you instruct us to delete the data.

Retention periods are periodically evaluated.

## 8. Sharing personal data with third parties

ADC Group only shares personal data with third parties when this is necessary for the performance of our services or to comply with legal obligations.

We enter into processing agreements with parties that process personal data on our behalf (processors) in which appropriate agreements are laid down about security and confidentiality.

#### 9. Security of personal data

ADC Group takes appropriate technical and organizational measures to protect personal data against loss, misuse, unauthorized access and unwanted disclosure. If you have the impression that your data is not properly secured or there are indications of misuse, please contact us at [privacy@adcgroup.nl](mailto:privacy@adcgroup.nl) ADC Group would also like to point out that you have the option of submitting a complaint to the national supervisory authority, the Dutch Data Protection Authority.

These measures are regularly evaluated and tightened where necessary.

#### 10. Rights of data subjects

You have the right to view, correct or delete your personal data. In addition, you have the right to withdraw your consent to the data processing or to object to the processing of your personal data by ADC Group and you have the right to data portability. The latter means that you can submit a request to us to send the digital personal data that we have about you to you or another organization named by you.

You can request access, correction, deletion, data transfer of your

Send personal data or request to withdraw your consent or object to the processing of your personal data to [privacy@archeologie.nl](mailto:privacy@archeologie.nl). To ensure that the request for access has been made by you, we ask you to send a copy of your proof of identity with the request. In this copy, black out your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and Citizen Service Number (BSN). This is to protect your privacy. We will respond to your request as soon as possible, but within four weeks.

#### 11. Complaints

If you have a complaint about the processing of your personal data, please contact us. You also have the right to submit a complaint to the Dutch Data Protection Authority.

#### 12. Changes

ADC Group reserves the right to change this privacy statement. The most up-to-date version is always published on our websites.

**Approved by: Management ADC Group**

**Effective Date: January 1, 2025**

**Last update: 1 February 2026**