# Gemini by

# **Privacy Statement**

Herewith you will find the privacy statement of Gemini bv. This describes how your personal data collected by Gemini bv are handled.

#### 1. Introduction

In this privacy statement you can read everything about the way in which your personal data are collected and how they are handled. This explains where your data are stored and for what purposes your data are stored. In addition, you will also find all your rights with regard to your data and how you can make use of those rights. The privacy statement will sometimes be changed due to, for example, legislative changes. It is therefore advisable to consult the statement periodically.

#### 2. Gemini by

You are currently reading the privacy statement of Gemini bv. Gemini bv is a company that purchases, sells, rents, repairs and maintains laboratory equipment. Gemini bv does this with both used and new equipment. If desired, Gemini bv also sells consumables, parts and associated software.

There are events in which your data are collected by Gemini bv. It is therefore good to know what is done with them and how you can indicate your wishes regarding your data. That is what this statement is about.

If you do not feel comfortable about the use of your data by Gemini bv, please do not hesitate to contact us!

#### 3. Purpose of data usage

Personal data are collected by Gemini bv for a number of purposes. These purposes are explained below.

#### a. E-mailing of new letters

Gemini by sends newsletters by e-mail. These newsletters are commercial on the one hand and focused on knowledge sharing on the other. Your first name and e-mail address are collected via the appropriate form on the Gemini by website. You can also be asked verbally or textually to register.

## b. Contact

Your data will be collected if you contact Gemini by via the website. However, this form only asks for the necessary information to be able to offer a proposal or a service, such as your name, company name, e-mail address, telephone number

and project / article description.

#### c. Analytics

The Gemini by website collects your data to improve the website. This is done with Google Analytics. These data are anonymous and are therefore not linked to your personal data. Think of information such as the duration of your website visit or the pages you visit a lot. All data will only be processed with your explicit permission or for the execution of the agreements that are entered into, or because processing is necessary to bring you into contact with potential relations and/or vendors.

# 4. Recipients

The data that Gemini by receives and processes are managed using:

# a. Mailchimp

The newsletters are sent with Mailchimp. The moment you sign up for the newsletter, your e-mail address and first name are automatically saved in the appropriate list within Mailchimp.

#### b. Gmail

Gemini by's e-mail is hosted at Gmail. If you contact us via the forms or by email, those emails will be stored on Gmail's servers.

## c. Techonomy by

The website and backups of the website are hosted at Techonomy bv. Data that you leave behind on the Gemini bv website are stored on the servers of Techonomy bv.

# 5. Storage period

Your data will be kept by Gemini by for a longer period of time, but never longer than is necessary for the performance of activities, unless we have to keep your data longer on the basis of a legal regulation.

# a. Sending of newsletters

Your email address and first name are stored in Mailchimp. The storage of your data is for an indefinite period of time. You can unsubscribe whenever you want via the link at the bottom of the newsletters or by sending an email to info@geminibv.nl.

#### b. Contact

The moment you contact Gemini by via email, the data you send, such as your name, company name, and email address, will be stored on the mail server.

These emails are stored for a maximum of ten years.

#### c. Analytics

The data that Analytics collects on the website are anonymous, so they are not linked to your name, company or email address. These data are stored indefinitely within Google Analytics.

# 6. Security

No physical copies are made of your personal data. Your data are only managed in the aforementioned systems and software.

The personal data managed by Gemini bv or by the aforementioned third parties can only be accessed via the above software and are protected with a password and where possible with two-step verification.

With this two-step verification, a code is generated from the software and sent to Gemini bv. This code must be used during the login process.

The devices that access your data are each also locked with a password and/or fingerprint. The number of devices that can access your data are limited to only the necessary devices.

Your visit to our website is secured by an SSL certificate. This means that your connection to the Gemini by website is private. You can recognize this security by the green lock in front of the url.

In addition, the domain of Gemini by is signed with DNSSEC. This is an additional tool that makes the 'signage' of the website safer and more trusted.

## 7. Your rights

#### a. Right of access

You have the right at all times to request your data that are recorded and stored at Gemini bv. You do this by sending an e-mail or contacting Gemini bv by telephone. You will then receive an overview of your data.

#### b. Right to rectification

Are your data incorrect? Or are your details changed? You have the right to have this rectified by Gemini bv. You can adjust your information about the newsletter via the appropriate url at the bottom of each email.

#### c. Right to transfer

If you need the data stored at Gemini by in case you switch to another party or service, you have the right to transfer. Gemini by must then transfer all your data to the other party.

## d. Right to erasure

Do you no longer want your data to be stored at Gemini by? Then you have the right to have your data deleted.

## e. Right to file a complaint

You have the right to submit a complaint to the Dutch Data Protection Authority if you believe that Gemini by is not handling your data correctly.

## f. Right to stop data use (objection)

Do you not want Gemini by to use your data? Then you have the right to stop using your personal data.

You can use these rights via info@geminibv.nl with sending a copy of an ID card in which the passport photo, the numbers at the bottom of the passport, ID card number and tax identification number have been made illegible. The aim is to respond within a week.

## 8. Duties

Gemini by processes personal data on the basis of a legitimate interest, namely a commercial interest. This includes offering services or products from Gemini by via email. Your data will never be sold to third parties.

The required data are the minimum data required for the provision of the services or products. For example, your e-mail address is required to be able to send the newsletter. If this mandatory information is not provided, Gemini by cannot offer the relevant service.

If it is necessary to share data that you have shared with Gemini by with parties other than the parties mentioned above (for example, to offer a service), your permission will first be requested.

Gemini by reserves the right to disclose the data when required by law or when Gemini by deems it justified to comply with a legal request/process or to protect the rights, property or safety of Gemini by. We always try to respect your right to privacy as much as possible.

Do you still have questions? Please feel free to contact us via the following contact details:

#### info@geminibv

Prinses Beatrixlaan 301 | 7312 DG | Apeldoorn

VAT no. NL805593937B01 | Chamber of Commerce registration no.: 08072607