

Privacy Policy Brainport Development N.V. (coordinator 3DP PAN EU)

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By submitting a project application to the '3DP Pan EU – Call for proposals to provide services and funds to SMEs to support pan-European demonstration projects based on 3DP technologies', you acknowledge and agree to share certain personal and/or confidential data. In order to be able to execute the agreement and the project, Brainport Development N.V. will need to process this data. Below you will find an overview of the data we process and how we treat your privacy.

A. Company and Personal data

- Name, address of the company
- VAT number
- Number bank account of the company
- Official e-mail address of the company
- Name and Surname of the legal representative
- Place of birth of the legal representative
- Date of birth (mm/dd/yyyy) of the legal representative
- City of residence of the legal representative
- Address of the legal representative
- E-mail address of the legal representative
- First and last name contact person(s)
- E-mail address(es) of the contact person(s)
- Telephone number(s) of the contact person(s)

Processing

Your company and personal details are stored in a database. We use this to identify you as a relation of Brainport Development N.V. and to receive and send you all necessary information in the context of the implementation of the project application under the 3DPanEU Call for proposals, i.e. financial information. This information will not be used for other purposes and will not be passed on to third parties unless this is in order to comply with a legal obligation or you give permission.

Provision of personal data

Providing your personal data to Brainport Development N.V. is done voluntarily on the basis of consent, agreement, justified interest or legal obligation as described in Article 6 of the



General Data Protection Ordinance (GDPR). If you do not agree to this, we cannot enter into contractual obligations with you, contact you or send you information. Should you no longer wish to participate in the Project, you always have the right to change or revoke this permission.

Special and/or sensitive personal data that we process

The Project does not intend to collect information on minors or any other sensitive information on i.e. health or financial status of individual participants. If you believe that we have collected personal information about a minor or other sensitive information of individuals without consent, please contact us as soon as possible and we will remove that information.

Why we need data

Brainport Development N.V. processes your personal data for the following purposes:

- Evaluation of the submitted project applications

In case the proposal is selected for the grant;

- Collection of the financial documents and content of the participant in order to be able to check that participants meet the obligations under the subsidy;
- To be able to perform payments to the participant;

B. How long we keep data

Brainport Development N.V. will not retain your personal data for longer than is strictly necessary to achieve the purposes for which your data are collected or are required by the Archives Act. Our retention period(s) are:

- According to Article II.27.2 in combination with Article II.27.7 of the Grant Agreement of 3D Pan EU Brainport Development must keep all original documents, especially accounting and tax records on any appropriate medium, including digitalised originals when they are authorised by their respective national law under the conditions laid down therein, during a period of five years starting from the date of payment of the balance.
- Personal data – if not needed to fulfil the requirement mentioned under the first bullet, the statutory period or earlier if you so request. The statutory period varies from one to a maximum of three years.
- For personal data received via a contact form or social channels, the retention period is a maximum of 30 days.

Sharing with others

Brainport Development N.V. only provides data to third parties within the European Union if this is necessary for the execution of the agreement with you within the framework of an assignment and/or the execution of a (subsidy) project, in order to comply with a legal obligation or if you give permission.

Below are the parties where it is necessary for Brainport Development N.V. to be able to exchange personal data with them, if this is necessary.



- European Commission Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs (DG GROW) as co-financier of the 3DP Pan EU project.
- The consortium partners of the 3DP Pan EU project (Brainport Development N.V, IDEA Strategische Economische Consulting, UAB CIVITTA, ART-ER Soc.Cons.p.A., and Asterion Europe Limited), for the purposes of the evaluation of the submitted project applications.
- External experts contracted in the framework of the 3DP Pan EU project. These experts have been contracted through an open Call for Expertise and are bound to privacy and confidentiality clauses.

C. Photos

During (public) events of Brainport Development N.V. or Brainport Eindhoven related to the 3D Pan EU project, photos can be taken that will be published on our website and/or social channels at a later date. People who are recognizable by Brainport Development N.V. on the photo and whose personal details are known, will be approached for permission prior to publication. All other photos will be published with due observance of the purpose for which they were taken. If you do not agree, please contact us at communicatie@brainportdevelopment.nl.

D. Your right to complain to the Personal Data Authority

If you are not satisfied with the way in which Brainport Development N.V. handles your questions or complaint, you can submit a complaint to the Personal Data Authority.

- **Sign up for events**

If you register for an event related to the 3DP Pan EU project, Brainport Development N.V. or Brainport Eindhoven, we will only use your data for that project or event. This will put you on the mailing list for events and mailings that will take place in the future. You can change or unsubscribe from these invitations and mailings at any time.

Access, correct or delete personal data

You have the right to access, correct or delete your personal data. You can send a request for access, correction or deletion to communicatie@brainportdevelopment.nl. To ensure that the request for access has been made by you, we ask you to enclose a copy of your proof of identity with the request. We hereby ask you to blacken your passport photo and citizen service number (BSN) in this copy. This is to protect your privacy. Brainport Development N.V. will respond to your request as soon as possible, but within four weeks.





You can also contact us via:

Website: www.brainporteindhoven.com

Phone number: 040 751 2424

Company address: Achtseweg Zuid 159H, 5651 GW Eindhoven

Postal address: Postbus 2181, 5600 CD Eindhoven

Security

Brainport Development N.V. takes the protection of your data seriously and takes appropriate measures to prevent abuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you have the impression that your data is not properly secured or that there are indications of misuse, please contact communicatie@brainportdevelopment.nl.



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