

Privacy Statement Cortex B.V.

Security, Crisis Management, Corporate Investigations,
Specialist Driver Training

Data Controller

Cortex B.V. ("Cortex") is responsible for the processing of personal data as described in this Privacy Statement.

Contact details: Website: www.cortex.nl, P.C. Staalweg 110-E, 3721 TJ Bilthoven, The Netherlands, Telephone: +31 (0)85 488 3060, Email: info@cortex.nl

Why does Cortex process personal data?

Cortex may process your personal data because you make use of our services. We may also process your personal data where it has been obtained in the course of an investigation.

Purposes for processing personal data

Personal data is always collected for a specific purpose. That purpose must be clear and communicated in advance. We process personal data in connection with the following activities:

- Carrying out specialist security assignments
- Delivering specialist driver training programmes
- Conducting pre-employment screening and background checks
- Conducting corporate and private investigations
- Maintaining our internal administration.

Cortex processes personal data solely in accordance with the processing principles (Article 5) and lawful bases (Article 6) of the General Data Protection Regulation (GDPR). Whenever personal data is processed, Cortex will ensure that the data subject is informed in a timely manner about the applicable legal basis and the categories of data being processed.

Data Retention Periods

Cortex does not retain personal data for longer than is strictly necessary to achieve the purposes for which it was collected. The following retention periods apply:

- Customer data: Up to two years after completion of the assignment, unless a longer retention period is required by law. Contact details may be retained for a longer period where the customer has indicated a wish to continue receiving information from Cortex.
- Investigation data: A minimum of one year and a maximum of five years, unless an ongoing or anticipated legal proceeding requires a longer retention period.
- Recruitment and applicant data: Up to four weeks following completion of the recruitment process; or up to one year where the applicant has provided consent.
- Financial and accounting records: Up to seven years, in accordance with applicable legal obligations.
- CCTV footage: Up to four weeks, unless an incident has occurred that requires the footage to be retained for a longer period



Sharing Personal Data with Third Parties

Cortex only provides personal data to third parties where this is necessary for the purposes described above. Cortex may also engage third parties to carry out activities on its behalf and under its responsibility that involve the processing of personal data.

Data Processing Agreements

In accordance with Article 28 of the General Data Protection Regulation (GDPR), Cortex enters into a Data Processing Agreement with any organisation that processes personal data on its behalf. These agreements ensure an equivalent level of security and confidentiality in the processing of personal data. Cortex remains responsible for such processing activities.

Accessing, Correcting, or Deleting Personal Data

Data subjects have the right to ask Cortex whether their personal data is being processed and, where applicable, to access, correct, or request the deletion of such data. Where personal data has been processed on the basis of consent, that consent may be withdrawn at any time. Requests relating to personal data may be submitted to info@cortex.nl. Cortex will assess each request in accordance with the facts of the case and the requirements of the GDPR. To ensure that a request for access is made by the correct individual, Cortex may require proof of identity before processing the request. This is to protect your privacy and personal data. We will respond as quickly as possible and, in any event, within four weeks of receiving the request.

Complaints

If you are dissatisfied with the way we handle your personal data, we encourage you to discuss your concerns with us first. We are always willing to explain how we process personal data and will handle any question or complaint with the utmost care.

You also have the right to lodge a complaint with the national supervisory authority, the Dutch Data Protection Authority (Autoriteit Persoonsgegevens), via: www.autoriteitpersoonsgegevens.nl

Security of Personal Data

Cortex takes the protection of personal data seriously and implements appropriate technical and organisational measures to prevent misuse, loss, unauthorised access, unwanted disclosure, unauthorised alteration of data.

Cortex has implemented all measures required under the General Data Protection Regulation (GDPR).

Authorisations and Recognition

Cortex is recognised by the Dutch Ministry of Justice and Security as a Private Investigation Agency under POB number 1212 and a Private Security Company under ND number 2983.

Cortex operates in accordance with the Private Security Organisations and Investigation Agencies Act (Wpbr) and the Privacy Code of Conduct for the Private Investigation Sector.