

## **Privacy Statement Versluys Bouwgroep**

*Versluys Bouwgroep, having its registered office at Zandvoordestraat 465, 8400 Ostend, Belgium, considers the protection of your privacy to be among its foremost priorities. We therefore aim to process your personal data in a legal, honest and transparent manner.*

*When collecting and processing your personal data, we comply with Belgian legislature on the protection of personal data, and additionally the General Data Protection Regulation (the “GDPR”).*

*This Privacy Statement explains which information about you we collect, what we use this information for and to whom this information is disclosed. You will also find all necessary information about your rights and how to exercise these in this Privacy Statement.*

*To put it briefly, our Privacy Statement explains that we use your personal data:*

*Exclusively for purposes for which you have granted your consent*

- *We do not sell personal data*
- *We protect your personal data carefully*
- *If you have any additional questions, or any suggestions or remarks with regard to the content of this Privacy Statement, please do not hesitate to send an email to ([privacy@groepversluys.be](mailto:privacy@groepversluys.be)) or to make use of the contact details provided below.*

### *1. Scope of Application*

*Versluys Bouwgroep is the party responsible (i.e. the controller) for the processing of personal data as defined in this Privacy Statement. This Privacy Statement applies to all services provided by Versluys Bouwgroep and, more generally, to all activities we undertake.*

### *2. Definitions in this Privacy Statement*

*‘Personal data’: all data that can be traced to a person, and which provides information, whether directly or indirectly, about you as a person (name, address, telephone number, etc.).*

*‘Controller’: the ‘owner’ of specific Personal Data. This can be Versluys Bouwgroep itself, or a third party (e.g. our clients).*

*‘Processor’: the party actually processing the data. This can be Versluys Bouwgroep itself (as a service provider), or a third party that processes data of Versluys Bouwgroep.*

### *3. Which Personal Data do we process?*

*Versluys Bouwgroep processes the personal data of persons who make use of our services and/or who have provided this data to us directly.*

*Versluys Bouwgroep processes the personal data of natural persons with whom it has a direct or indirect relationship, whether at present, in the past or prospectively. This includes the personal data of its customers, the data of contact persons provided by its customers or suppliers, and the personal data of contact persons representing prospective clients and the personal data of potential employees.*

*Versluys Bouwgroep may collect or obtain the following Personal Data from you:*

- *Identification data (name, address, email address, mobile telephone number)*
- *Identification data issued by the government (national registration number, ID number)*
- *Data in connection with invoicing (VAT number, bank account number)*
- *Data in connection with academic curriculum (within the scope of a job application)*
- *Data in connection with a website visit (IP address, duration of the visit and clicks)*
- *Complaints or requests submitted by you.*

#### *4. Why do we process Personal Data?*

*Versluys Bouwgroep processes Personal Data for various purposes:*

*To provide our customers with our products and services*

*We process our customers' ID and contact details as well as those of parties that order our services, their employees and other useful contact persons with a view to executing the agreements entered into with our customers. We also keep a record of when and how we have communicated with our customers. The objective of these processing activities is customer relationship management. These processing activities are needed for the execution of our agreement with the customer.*

*Financial administration*

*We process identity and invoice details to facilitate our bookkeeping and invoicing administration. The basis for this processing is legitimate interest, as this enables us to maintain our administrative records and receive payment for the services we have provided. Versluys Bouwgroep also has a statutory obligation to keep financial accounts.*

*Maintaining customer relations*

*Versluys Bouwgroep wishes to maintain its customer relations. For this reason, we may use your contact details to keep you informed of any activities undertaken by us that may be of interest to you, or to invite you to attend events that you might be interested in. Sending e-mails in this regard to our customers falls under our legitimate interest. In addition to this, it is also in the interest of our customers. Customers may unsubscribe from such e-mails at all times.*

*Direct Marketing*

*Versluys Bouwgroep processes its prospects' identity and contact details within the context of direct marketing. Processing the contact details of prospective customers is also in our legitimate interest. We will only send you newsletters or brochures if you have granted us consent to do so.*

*In addition to this, we keep a record of the IP addresses visiting our website, the duration of these website visits and what these visitors click on. This information is only used for the purpose of analysis so that we can improve our website where necessary. This information is not linked with personal details that were gathered elsewhere.*

*Recruitment purposes*

*Versluys Bouwgroep collects Personal Data with a view to recruiting new employees. The legal grounds of this processing are based on the prospective employee's consent as well as on our legitimate interest with regard to recruiting a suitable candidate for a position.*

#### *5. Automated decision-making*

*Versluys Bouwgroep does not make any decisions about affairs that could have an impact on other persons on the basis of automated processing.*

#### *6. Access by and transferring to third parties*

*Versluys Bouwgroep does not sell your data to third parties. We will only share this data if this is necessary for the execution of our agreement with you or to satisfy a statutory obligation. On the other hand, we will transfer your personal data to parties who assist us in the performance of our services. Such recipients of your personal data may only use this information for the execution of the agreement we have entered into with you, or for the purpose for which they were engaged by us. They do not have the right to use this data for any other purposes. We enter into a data processing agreement with the companies that process your personal data on our behalf to ensure an equivalent level of security and confidentiality with regard to your data.*

#### *7. Duration of the processing*

*Versluys Bouwgroep will not retain your personal data for any longer than is reasonably necessary for the purposes listed in this privacy statement.*

#### *8. Confidentiality and security*

*Versluys Bouwgroep shall take all reasonable measures, to the best of its ability, to guarantee the protection of your personal data via technical security measures to prevent misuse, loss, unauthorised access, undesired disclosure and unauthorised modification.*

*The personal data submitted to Versluys Bouwgroep will be retained by Versluys Bouwgroep, or stored by the processor on servers in Belgium or the European Union. In addition to this, Personal Data may be stored on servers belonging to Processors in the United States. Each of these Processors is affiliated with the EU-US Privacy Shield.*

#### *9. Your rights*

*You have the right to consult, correct or delete your personal data. Additionally, you have the right to withdraw your permission, if applicable, for the processing of your data or to object to the processing of your data by Versluys Bouwgroep. You also have the right to have your data transferred. This means that you can ask us to send the personal data we hold on you in a computer file to you or to the organisation to which you have indicated that you wish this data to be sent.*

*You may send a request to exercise one or more of the above rights to [privacy@groepversluys.be](mailto:privacy@groepversluys.be). To be certain that the request was indeed made by you, we ask that you accompany your request with a copy of the front page of your identity document. We will respond to your request as soon as possible and always within four weeks. In conclusion, we wish to point out that you are entitled to lodge a complaint with the data protection authority.*

*Data Protection Authority*

*Drukpersstraat 35*

*1000 BRUSSELS, BELGIUM*

*Tel.: +32 (0)2 274 48 00*

*Fax: +32 (0)2 274 48 34*

*[contact@apd-gba.be](mailto:contact@apd-gba.be)*

#### *10. Contact details*

*Versluys Bouwgroep - Zandvoordestraat 465 - B-8400 OSTEND - +32 (0)59-70 89 83*

*[privacy@groepversluys.be](mailto:privacy@groepversluys.be)*