

Privacy Statement – Processing of personal data

This privacy statement explains how Research Center Hoogstraten npo, located at Voort 71, 2328 Meerle, company number 0407.592.020 (“We”), processes your personal data in the context of its activities.

We seek to ensure that your personal data are processed in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)

Data processing

In the context of our activities we process your personal data for the following purposes:

- Customer management (contractual nature)
 - Personal identification information
 - Financial information (payment details)
 - Occupational information (education and profession)
 - Membership of a trade union
- Supplier management (contractual nature)
 - Personal identification information
 - Financial information (payment details)
 - Occupational information (education and profession)
- Direct marketing (consent)
- Personal identification information and contact details
- Compliance with legal obligations (legal obligation)
 - Personal identification information
 - Financial information (payment details)
- Management of disputes (legitimate interest, i.e. follow-up of disputes and freedom of enterprise)
 - Personal identification information
 - Financial information (payment details)
 - Occupational information (education and profession)

The legal basis for our processing of personal data is each time indicated between brackets.

If the legal basis is ‘contractual nature’ or ‘legal obligation’, then the personal data are necessary for purposes of the performance of the contract, or to comply with a legal obligation.



The retention period of your personal data is limited to:

- Customer management: 10 years following the end of the agreement;
- Supplier management: 10 years following the end of customer-supplier relationship;
- Direct marketing: 3 years following the last meaningful contact;
- Management of disputes: as long as needed for the management of the dispute;
- Compliance with legal obligations: no longer than the retention period permitted by law

Additional information with regard to sharing your personal data with third parties

We share your personal data with a limited number of third parties under certain circumstances:

- We share your personal data with banks, insurance companies and other partners when payments need to be made;
- We share your personal data with public authorities in the context of legal obligations;
- We share your personal data with our professional counselors, lawyers and judicial officers as far as necessary for their assistance;
- We can possibly appeal to technical processors, such as hosting of website, files and records, provided the implementation of the necessary data processing agreements..

Data protection

We have taken appropriate measures to protect the personal data that we process.

Not a single information system can guarantee 100% safety. We do seek to continuously improve the safety of our systems. You as well play an important role in the safety of your personal data by, for example, keeping your account information confidential and protecting it sufficiently and by using our premises with the necessary vigilance.

Your data protection rights

The General Data Protection Regulation grants you a number of rights regarding your personal data:

- The right to access to and correction of your personal data;
- The right to object to processing of your personal data for direct marketing purposes and a general right of objection on the basis of conditions specific to your own situation;
- The right to erasure of your personal data, the right to restrict processing and the right to oblivion.
- The right to withdraw your permission at any given moment;
- The right to dataportability;
- The right to submit a complaint to the regulator (in Belgium this is the Data Protection Authority).

The exercise of these rights may be subject to legal conditions.





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We reserve the right to verify your identity, if we have any reasonable doubt concerning your identity.

If you wish to submit a complaint, we ask that you first contact us, in order to find a quick amical solution.

How can you contact us?

Feel free to contact us at:

info@proefcentrum.be

Modifications

We reserve the right to revise this privacy statement from time to time. Any updates will be placed on our website:

www.proefcentrum.be.



Proefcentrum Hoogstraten vzw

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