

# Privacy Statement & Cookie Policy of GENPE

This "Privacy Statement" regulates the processing of your personal data by GENPE, a company incorporated in Belgium, with registered offices Heistse Hoekstraat 10c, 2220 Heist-op-den-Berg, with company number 0833.429.443, and its affiliates, (hereinafter: "GENPE").

Please read this Privacy Statement carefully, because it contains essential information about how your personal data are processed and which cookies are used. By using our services or delivering yours, signing an agreement with us or visiting our website (accessible via the following address: <http://www.gpafwerking.be>), you declare that you have read this Privacy Statement and that you expressly agree to its content as well as to the processing itself.

## Article 1 - General

1.1. GENPE is compliant with the European Regulation 2016/679 of 27 April 2016 on the protection of personal data (hereinafter "GDPR") and the implementations of the Directive in local legislation.

1.2. When using this website, the person responsible for the processing of your personal data can be reached at

## Article 2 - Personal data

### 2.1. Personal data that you communicate to us:

**Category 1:** Without registration and when visiting our website: your IP address and surfing behavior on our website, the entry site you used to reach our website and the search terms you used to find us online.

**Category 2:** When you contact us as a client, contractor, supplier, prospect or other external party and when you decided to provide the following information to us, directly or via a third party (see below in 2.2) in any printed, written or electronic form: your company name, addresses, VAT number and registration number, your name(s), surname, e-mail address, log in ID, log in password (encrypted), function, office phone number, cell phone number, picture, IP address, title, comments field (free text field), gender, language, ID card, work permit, GENPE host name, check-in and check-out time for visitors, badge number.

### 2.2. GENPE can collect data from you (Personal Data) in different ways:

- a. through the use of cookies on our website, see article 7 below;
- b. when you provide personal data directly to us in any way;
- c. through a number of third parties, including but not limited to recruitment agencies, your employer or colleagues.

## Article 3 - Purposes of the processing

### 3.1. General purposes

GENPE will only use the Personal Data collected by you for the following purposes:

**Category 1:** The maintenance and improvement of our website based on the legitimate interests of GENPE to continuously improve its website and services;

**Category 2:** Managing our contracts and contacts with you, providing our services, giving information, including marketing information, about our current and future services and ensuring follow-up;

**Category 3:** Sending you special company event information or other communications, including marketing information, about our current and future offerings.

You are not obliged to provide us with your Personal Data, but you must understand that the provision of certain services becomes impossible if you refuse the processing.

### **3.2. Transfer/access to third parties**

GENPE may exchange your data with third parties, including GENPE's personnel, consultants and officers, for administrative or commercial reasons, solely for the purpose of developing our business with you.

GENPE will reasonably attempt to inform you about these third parties, but you also acknowledge that this is not always technically feasible under all circumstances and that the information above is sufficient to inform you of the possibility of any data transfer we might envision.

GENPE will not sell your Personal Data, nor rent, distribute or otherwise make commercially available to third parties, except as described above or with your prior consent.

### **3.3. Legal requirements**

In rare cases, GENPE may have to disclose your Personal Data pursuant to a court order or to comply with other mandatory laws or regulations. GENPE will reasonably attempt to inform you in advance in this respect, unless this is subject to legal restrictions.

## **Article 4 - Duration of the processing**

All data is stored and processed by us for a period that is necessary depending of the purpose of the processing and in function of any contractual relationship between GENPE and yourself.

## **Article 5 - Your rights**

### **5.1. Right of access and information:**

You have the right to receive free access to your personal data at any time, as well as to be informed of the use we make of your personal data.

### **5.2. Right of improvement, and deletion of the processing:**

You are free to decide not to communicate your personal data to GENPE.

You also have the right to request us to correct or delete your personal data.

You acknowledge that in case of refusal of communication or if you request for the removal of personal data, certain services of the website may not be available.

### **5.3. Right to object and withdraw:**

You always have the right to oppose to the use of your Personal Data for direct marketing purposes and moreover you can also oppose to any type of processing of your Personal

purposes and moreover you can also oppose to any type of processing of your Personal Data.

Insofar as the processing is based on your prior consent, you have the right to withdraw that permission.

#### **5.4. Exercising your rights:**

You can exercise your rights by contacting us, either by e-mail to [privacy@companyY.com](mailto:privacy@companyY.com), by post to GENPE, Heistse Hoekstraat 10c, 2220 Heist-op-den-Berg. We have the right to ask you to provide us with a copy of your identity card so that we are able to verify that the demand is coming from you.

#### **5.5 Right of complaint:**

You have the right to file a complaint with the [National Data Protection Authorities](#).

### **Article 6 - Security and confidentiality**

6.1. We have developed security measures that are adapted on a technical and organizational level in order to avoid the destruction, loss, falsification, modification, unauthorized access or notification by mistake to third parties of personal data collected as well as any other unauthorized processing of the data.

6.2. Under no circumstances can GENPE be held liable for any direct or indirect damage resulting from incorrect or unlawful use by a third party of the personal data.

6.3. When visiting our website or using our software solutions, you must comply to reasonable safety precautions at all times, for example by preventing any unauthorized access to your login and code, to your computer, to your computer's IP address and to identification data. You are therefore solely responsible for the use made of the website of your computer, IP address and your identification data, as well as for the confidentiality thereof.

### **Article 7 – Cookies**

#### **7.1. What are cookies?**

A "cookie" is a small file sent by GENPE server and placed on the hard drive of your computer. The information stored on these cookies can only be read by us and only for the duration of the visit to the website.

#### **7.2. Why do we use cookies?**

Our website uses cookies and similar technologies to distinguish your usage preferences from those of other users of our website. This helps us to provide you with a better user experience when you visit our website and also allows us to optimize our website.

#### **7.3. Types of cookies:**

Although there are different types of cookies, distinguished in terms of functionality, origin or storage period, the legislation mainly distinguishes between functional or technically necessary cookies on the one hand and all other cookies on the other.

The website only uses following cookies:

**Functional cookies**

| Name | Origin | Function | Period of storage |
|------|--------|----------|-------------------|
|      |        |          |                   |
|      |        |          |                   |
|      |        |          |                   |
|      |        |          |                   |

**Non-functional cookies**

| Name | Origin | Function | Period of storage |
|------|--------|----------|-------------------|
|      |        |          |                   |
|      |        |          |                   |

We also use Google Analytics (various cookies) to track our website visitors.

**7.4. Your permission:**

On your first visit to our website you will be asked to accept our different types of cookies.

You can refuse the installation of these cookies, which may cause the website to close down.

You can also refuse or block cookies by changing the configuration parameters of your navigation system. Disabling cookies may mean that you cannot use certain features of the website.

If you have any further questions or comments regarding the processing of your Personal Data, please contact us, either by e-mail to [privacy@companyY.com](mailto:privacy@companyY.com) or by post to GENPE (address indicated above), or by using the part "Contact us" on the website.