



## **PRIVACY STATEMENT**

When you visit our website, we collect your personal data where necessary. We process it for the purposes for which we require your data. Because we attach just as much importance to these data as you do, we therefore do all we can to keep them safe and keep you informed of the purposes for which we intend to use your data. If you have any questions about this subject or something is unclear, feel free to contact our marketing department at [marketing@veldemangroup.be](mailto:marketing@veldemangroup.be).

### **What personal data do we collect from you?**

We ask you for your surname, first name, address, telephone number and e-mail address as soon as you fill in the contact form on our website.

Your surname, first name, telephone number and e-mail address are requested on filling in an application form along with your motivation letter. You can also choose to upload your CV.

Lastly we also collect your computer IP address as soon as you visit our website.

### **Why do we collect these personal data from you?**

We collect your personal data (surname, first name, address, telephone number, e-mail address) via our contact form to make sure we know who is trying to contact us via the website. And to ensure that we have the necessary data to formulate an answer to your question.

If you are filling in an application form via our website, your surname, first name, telephone number and e-mail address are requested. In that case we will also ask you for a motivation letter and you can also leave your CV, so that we have a good picture of your profile and of whether you are a good match for our company.

We collect your IP address to ensure that we can check who is visiting our website and so that we are able to form a profile of our visitors.

### **How long do we keep your personal data?**

We keep your personal data for as long as is necessary to meet the purposes of our processing, unless a longer retention period is legally required or authorised.



### **How do we make sure that your data is secure?**

We take the security of your personal data very seriously. For this reason, we use a range of technical and organisational measures, so that your data can be protected in an adapted way against any unauthorised access, use or publication. We keep your personal data that you share with us on computer systems that have restricted access and are always password protected.

No security system is guaranteed to be 100% secure. For this reason, we are not able to absolutely guarantee the security of your data and we do not accept any responsibility for unauthorised access thereto. By using our services or providing us with data in another way, you consent to us communicating with you electronically concerning security, privacy and management issues in connection with your use of our services.

It is your responsibility to keep the password you use to protect your accounts and personal data secret. If you share a computer with others, you must log out before you leave our platform to protect your data against access by subsequent users

### **What are the rights that you can exercise?**

- You have the right to remove or improve any incomplete, incorrect, inappropriate or out-of-date personal data. If you think that the information we have on you is incomplete, incorrect, inappropriate or out of date, please let us know. For any other matters, you can find our contact details at the end of this document. We will then edit or delete this information within the legally set period if necessary.
- You have the right to know which of your personal data we have saved.
- You have the right to object free of charge to the use of your personal data for direct marketing purposes. You can also withdraw your consent for the receiving of commercial communication by e-mail on receipt of the e-mail.
- You have the right to lodge a complaint with the Data Protection Authority if your privacy is violated as a result of the processing of personal data.



### **Do you have any complaints?**

If you have any complaints or if you feel that your rights have been violated, you can contact the European Privacy Commission directly: <https://www.privacycommission.be>

### **Contact details**

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## **COOKIE STATEMENT**

### **What is a cookie?**

We use cookies on this website. A cookie is a simple small file. This file is sent with the pages of this website [and/or Flash applications] and saved on your computer's hard drive. The information saved on it can be sent back to our servers on a subsequent visit.

### **Which cookies do we use?**

#### **1. Permanent cookies**

Using a permanent cookie, we can recognise you on a new visit to our website. In this way the website can be specially adapted to suit your preferences. Also if you have given your consent to cookie installation, we will memorise this using a cookie. As a result, you do not have to set your preferences on each occasion you visit our website, meaning that you save time and can have a more pleasant experience on our website. Permanent cookies can be deleted via your browser settings.

#### **2. Google Analytics**

Via our website, we install a cookie by US company Google, as a part of the "Analytics" service. We use this to keep information and get reports on how users use our website. Google can pass on this information to third parties if Google is legally required to do so or if the third parties are processing the information on Google's behalf. We do not have any influence on this. We allow Google to use the analytics information acquired for other Google services.

The information that Google collects is kept anonymous to the maximum extent possible. Your IP address is specifically not passed on. The information is transferred to Google and stored by them on servers in the United States. Google states that it will abide by the Privacy Shield principles and is linked with the Privacy Shield Program of the US Department of Commerce. This means that a suitable protection level applies for the processing of any possible personal data.



### 3. Social Media

There are buttons on our website for the promotion of web pages (“likes”) and for sharing (“tweets”) on social networks such as Facebook. These buttons work using lines of code that come from Facebook itself. The cookies are installed using this code. We have no influence on this. Read Facebook’s privacy statement (which can change regularly) to find out what they do with your (personal) data via processing of these cookies. The information that they collect is anonymous to the maximum extent possible.

The information is transferred to Facebook, Google+ and LinkedIn and stored on servers in the United States. LinkedIn, Facebook and Google+ state that they abide by the Privacy Shield principles and are linked with the Privacy Shield Program of the US Department of Commerce. This means that a suitable protection level applies for the processing of any possible personal data.

#### **Information for visitors: right to inspect, correct and remove your data**

You have the right to ask to inspect your data and correct or remove it. See our contact page for this. To prevent abuse, we may ask you to adequately identify yourself. When this involves the inspection of personal data combined with a cookie, you need to send a copy of the cookie in question. You will find this in your browser settings. More information concerning the activation and deactivation of cookies can be found in the instructions of your browser and/or consulting its Help function.

**Latest update: December 2018**