

## 1. Privacy Policy

Your privacy is important to us. We want to be transparent with you on what personal data we collect, why we collect it, and what we do with it. Moreover, we want you to know your rights regarding this personal data. Therefore, we strongly recommend you, to read this privacy policy and if you have any questions regarding this policy, please contact us.

## 2. Definitions

The following definitions will help you to understand this privacy policy:

- "We", "Our", "Us", refers to KVDS.be BVBA
- "You", "Your" refers to a website visitor.
- "Personal data" refers to any information which identifies you as an individual (directly or indirectly).
- "Website": refers to [www.kvds.be](http://www.kvds.be) as well as all webpages, platforms, interactive features, applications, widgets, blogs, social networks, social network tabs, or other offerings that post a link to this Privacy Policy, are subject to this Privacy Policy.

## 3. What information (including personal data) do we collect about you and why?

- **Information you give us:** we collect, store and process all the information you enter on our websites or provide to us in any other way. *When you subscribe to our newsletter, we collect your name, surname and e-mail address to be able to send our newsletter in a personal manner.*
- **Automatic Information:** When you visit our website or receive a newsletter from us, we collect information via cookies and other techniques. Cookies are small, simple text files that save your computer or mobile device when you visit our website. The other techniques we use are JavaScript and web beacons. These are standard internet techniques out there along with cookies to ensure that a system can collect information (Java Scripts), can store this in small, simple text files (cookies) and then can send (web beacons). We collect the following information (this list is not exhaustive): Internet Protocol (IP) Address; Browser type and Version; Geolocation; Clicking-behaviour. We collect this information for functional and analytical purposes.

- **Functional cookies** help us to provide you a website that is user-friendly. These cookies allow us to remember your browser settings, so you can view our website optimally.
- **Analytical cookies** are used to optimize our website's experience. It collects information on your behaviour on our website. For example, on which page of our website you are, for how long you visit that page, etc.

If, you don't want us to collect this information you can set your browser settings accordingly. However, we want to remind you that if you do not want to use cookies, we unfortunately cannot guarantee that our website is working properly.

#### 4. How long do we keep your personal data?

We keep personal data about you only for so long as is necessary for the purposes for which it was collected or as required under any contract or by applicable law.

*When you are subscribed to our newsletter, we keep your personal data as long as you do not unsubscribe.*

*Cookies will be stored for 1 month.*

#### 5. Your rights regarding your personal data

Once you have provided us your data, either actively or automatically, you will have the right to:

- Request access to the personal data we have from you;
- Request a rectification, erasure, restriction of processing of your personal data;
- Object to processing;
- Data portability (meaning to request your data to be transferred to another organization in machine readable standard format);
- File a complaint with a supervisory authority.

To exercise your rights, please contact us.

## **6. We commit to protect your personal data**

We are committed to protect the security and confidentiality of your personal data. We use appropriate technical and organizational measures in such a manner that processing will meet the requirements of the national and European Union laws and ensure the protection of your rights. Accounts require a username and password to log in. You must keep your username and password secure, and never disclose it to a third party.

If you have any questions about how we handle or protect your personal data, please contact us.

## **7. Where is the Website hosted and the data located?**

The website is hosted by Easyhost in Belgium. Your personal information is safely stored in Brussels.

## **8. What information is shared by the organisation? (if applicable)**

We might share your information with third parties if needed for handling the files.

## **9. Do we transfer your data outside the EEA? (if applicable)**

We will not transfer your information outside the EEA, except if needed for handling the files.

## **10. What happens if the Privacy Policy changes?**

We may change this privacy policy at any time and from time to time. All updates and amendments are effective immediately upon notice, which we may give by any means, including, but not limited to, by posting a revised version of this Privacy Policy or other notice on the Website. We encourage you to review this Privacy Policy often to stay informed of changes that may affect you, as your continued use of the Website signifies your continuing consent to be bound by this Privacy Policy.

## 11. Contact Details

If you have any questions about this privacy policy please contact:

[info@kvds.be](mailto:info@kvds.be)