The protection of privacy and personal data is very important to Center 26 NV. With this privacy policy Center 26 NV wants to inform you about the processing of your personal data. Center 26 NV shall process the personal data with respect for your privacy and in compliance with the applicable privacy legislation.

Center 26 NV reserves the right to, at any moment, make updates to this privacy policy. To keep up to date with any changes, we ask you to regularly consult this privacy policy.

This privacy policy was last updated on: 28/05/2019.

# contENT

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# DEFINITIoNS

**Processing of personal data:** Processing means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction. Personal data means any information relating to an identified or identifiable natural person. An identifiable natural person is one who can be identified, directly or indirectly.

**A processor:** A processor is a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller.

**A controller:** A controller is a natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data.

# For whom does this privacy policy apply?

This privacy policy applies to all direct customers, visitors, suppliers, applicants and all other persons who are not employees of Center 26 and of whom Center 26 processes personal data as controller.

# Contact DETAILS

|  |  |
| --- | --- |
| Name  Company number  Address  Email | : Center 26 NV (hereinafter referred to as ‘Center 26’)  : 0896.906.243  : Bosstraat 54,3560 Lummen  : info@solid-group.be |

# CoNTroLLER

Only when Center 26 acts as data controller article 5 up to and including 10 of this privacy policy are applicable.

If you as data subject want to exercise your rights, always address the data controller (responsible for the processing)

# WHAT PERSONAL DATA Center 26 PROCESSES?

## Based on the performance of a contract

Center 26 processes personal data necessary for the performance of a contract to which you are a party or in order to take steps at your request prior to entering into a contract.

* **When requesting a quote**

When you request more info about the services or products of Center 26 you can request a quote. Center 26 processes personal identification data (like name and email) to provide you with an adequate proposal.

* **When processing an order, following up on invoices and commercial agreements**

When you order services or products at Center 26, Center 26 processes personal identification data and professional data to correctly follow up the order or delivery.

## Based on the legitimate interest

Center 26 processes personal data based on the legitimate interest in which Center 26 has made a weighing of interests.

* **When using badges i.f.v. access control**

For security reasons, Center 26 wants to know who is or was present in their offices at any time. That is why Center 26 uses badges that give access to certain rooms. For this, Center 26 processes personal identification data (such as name).

# WITH WHOM Do WE SHARE YOUR PERSONAL DATA?

Center 26 does not share your personal data with third parties, unless

* Center 26 has received your prior consent.
* Center 26 is obliged to do so in the context of a regulation or legal procedure.
* Center 26 is requested to do so by legislative or judicial authorities.
* Center 26 is taken over in whole or in part or split up. In this case, Center 26 will impose on the third party the obligation to use the personal data only in accordance with the provisions of this Privacy Policy.

Center 26 may call on certain subcontractors and this in order to outsource some of our services to them. These subcontractors are not considered third parties. We ensure that these subcontractors take the necessary technical and organizational measures to process your personal data legally and lawfully and also under no circumstances make it known to third parties.

# Security of your personal data

Center 26 recognizes that the security of personal data is part of data protection. Therefore, Center 26 takes appropriate technical and organizational measures to protect your personal data against unauthorized processing or unauthorized access in order to prevent misuse.

With each transfer of personal data to a processor outside the European Economic Area (EEA), Center 26 always complies with the terms of this privacy statement and Center 26 follows applicable data protection laws and regulations to ensure adequate safeguards.

# STORING YOUR PERSONAL DATA

Center 26 will only keep your personal information for the minimum period necessary to fulfill the purposes set out in this privacy statement. Unless required to resolve disputes or if a longer storage period is required by law. Non-personal information can be kept in time without restriction for statistical purposes.

# COOKIES

Cookies are text files that are placed on your computer to collect standard internet logging information and behavioral information. This information is used to keep track of the visitor behavior of the website and to compile statistical reports about the website.

More information about our cookie policy can be found on TODO.

# WHAT ARE Your RIGHTS AND HOW CAN You EXERCISE THem?

## HOW CAN YOU EXERCISE YOUR RIGHTS?

You can exercise your rights by sending an e-mail to [info@solid-group.be](mailto:info@solid-group.be). To prevent any unauthorized disclosure of your personal information Center 26 may request more information to verify your identity.

Center 26 has one month to answer your request. This period starts when Center 26 has received your request and has all the information required to fulfill your request.

The one month period can be extended after a message and explanation of Center 26.

Center 26 will provide the requested information free of charge. If requests are unfounded or excessive, in particular because of their repetitive nature, Center 26 may charge a reasonable fee or Center 26 may refuse the request.

If for any reason you assume that Center 26 did not handle your request correctly, you can contact Center 26 again and we will look for a solution together with you.

For the sake of completeness, we inform you that if Center 26 does not respond to your request, it refuses or if our response does not meet your expectations, you always have the right to file a complaint with the Data Protection Authority (GVA), Drukpersstraat 35, 1000 Brussel, Tel +32 (0)2 274 48 00, or <contact@apd-gba.be>.

## WHAT ARE YOUR RIGHTS?

* Right of access: You can ask us which personal data we process from you, for which we process it, which categories of personal data we process, with which categories of third parties we share your personal data, the origin of the processed data and - when application - which logic we use when processing personal data automatically.
* Right to rectification: If information is not correct, you can ask us to correct it
* Right to delete your data: If data is not processed lawfully or if your data is no longer needed than the purpose for which it was collected, you can ask us to delete your data.
* Right to limit processing: By restricting the processing of your personal data, your personal data can still be kept but its use is limited. When you have requested a processing restriction, we may only store your data. This means that no other transactions can happen with your data.
* Right to object: You have the right to object to the fact that your data is processed if that processing is based on a general interest or the legitimate interest of the person who processes your data. Moreover, you can also exercise this right of objection if your personal data are processed for direct marketing purposes. This right of appeal also applies to profiling that forms the basis for processing for direct marketing purposes.
* The right to withdraw consent: If the processing of your personal data is based on the basis permission, you have the right to withdraw this permission at any time.
* The right to transfer data: You have the right to obtain your personal data in a standard, structured and machine-readable form and you have the right to transfer this personal data to another controller with the processing based on the data. legal grounds permission or contractual relationship.