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## PRIVACY STATEMENT

### **2Brec bvba** **Recycling Solutions**

#### 1. INTRODUCTION

**2Brec bvba with its registered office at 2490 Balen, Gustaaf Woutersstraat 11 and registered at the Crossroads Bank for Enterprises with company number BE0846.585.217, attaches great importance to the safe, transparent and confidential collection and processing of your personal data. In particular, we want to protect the data of our customers, subcontractors and suppliers against loss, leaking, errors, unauthorized access, unlawful processing operations and many more.**

By means of this Data Protection Notice, we want to inform you about the collection and processing of your personal data.

We kindly ask you to read this Data Protection Notice carefully, since it contains essential information on how your personal data are processed and for which purposes.

By communicating your personal data, you expressly declare having read this Data Protection Notice and expressly agreeing to it, as well as to the processing of these data.

## 2. SCOPE

This Data Protection Notice covers all services provided by us and, in general, all the activities we undertake.

## 3. PROCESSING RESPONSIBILITY and COMMITMENTS

**2Brec bvba** is responsible for the processing of your personal data.

Upon the collection and processing of your personal data, we comply with the Belgian legislation on the protection of personal data, as well as with the General Data Protection Regulation ("GDPR") as from its date of entry into force on May 25, 2018.

## 4. PERSONAL DATA

Depending on your activities and your relation to our company, you share the following personal information with us: **your identity and contact details:**

- ***name***
- ***title***
- ***address***
- ***email address***
- ***telephone number office***
- ***cell phone number***

Please note that you bear the responsibility for all the information you provide us with and that we rely on the accuracy thereof. If your data are no longer up to date, we ask you to notify us immediately.

You are not required to disclose your personal information, but be aware of the fact that collaborating or providing certain services is impossible if you do not agree to the collection and processing of these data.

## 5. PROCESSING PURPOSES AND LEGAL GROUND

### 5.1 Customer data

In the framework of our service and our activities, we collect and process the identity and contact details of our customers and clients, their staff, employees, appointees and other useful contacts. The purposes of these processing operations are the implementation of agreements with our customers, work planning, customer management, accounting and direct marketing activities such as sending out promotional or commercial information. The legal grounds are the implementation of the agreement and the fulfilment of legal and regulatory obligations.

### 5.2 Data about suppliers and subcontractors

We collect and process the identity and contact details of our suppliers and subcontractors, as well as the financial identification data of any (sub)subcontractor(s), their staff, employees, appointees and other useful

contacts. The purposes of these processing operations are the implementation of agreements, supplier/subcontractor management, accounting, contractual payments and direct marketing activities such as sending out promotional or commercial information. The legal grounds are the implementation of the agreement, the fulfilment of legal and regulatory obligations (such as, for example, payments and/or our legitimate interest (such as for direct marketing purposes). For direct marketing activities by email (such as a newsletter or an invitation for events), we will always ask for your permission, which you can also revoke at any given time.

### 5.3 Staff data

We process the personal data of our employees as a part of our personnel management and payroll administration. Given the particular nature of the latter, this processing will be regulated more extensively in a Data Protection Policy for employees.

### 5.4 Other data

In addition to data about customers, suppliers/subcontractors and staff, we also process personal data of others, such as possible new customers/prospects, useful contacts within our sector, network contacts, contacts of experts, etc. The purposes of the processing operations are in the interest of our activities, direct marketing and public relations. The legal ground is our legitimate interest or, in some cases, the execution of a contract.

## 6 DURATION OF THE PROCESSING

Personal data will be stored and processed by us for a period necessary in terms of the processing purposes and according to the (whether or not contractual) relationship that we share.

Customer information and data of suppliers or subcontractors will always be deleted from our systems after a period of 12 years after the termination of the agreement, the customer or vendor relationship or the project, except for the personal data that we have to keep for a longer period according to specific regulations or when there is an ongoing dispute for which preservation of the personal data is still necessary.

## 7 RIGHTS

In accordance and under the conditions laid down in the Belgian privacy laws and the provisions of the General Data Protection Regulation, we inform you that you have the following rights:

- Right of access: you have the right to access the data we hold about you and to examine what they are used for, free of charge.
- Right of rectification: you have the right to obtain the rectification (correction) of your incorrect personal data, as well as to complete incomplete personal data.
- Right of data exchange or restriction: you have the right to request us to delete your personal data or to limit their processing under the circumstances and conditions as determined by the General Data Protection Regulation. We can refuse the exchange of data or the limitation of any personal data, necessary for us to perform a legal obligation, to execute a contract or when it is in our legitimate interest, and this as long as these data are necessary for the purposes for which they were collected.
- Right of data transferability: you have the right to receive the personal data you have provided us with, in a structured, common and machine-readable form. You have the right to transfer this information to any other party responsible for the processing thereof.
- Right of objection: you have the right to object to the processing of your personal data for serious and legitimate reasons. Please note that you cannot object to the processing of personal data, necessary for us to perform a legal obligation, to execute a contract or when it is in our legitimate interest, and this as long as these data are necessary for the purposes for which they were collected.
- Right of withdrawal of consent: If the processing of personal data is based on prior consent, you have the right to withdraw this permission. In this case, these personal data will only be further processed if we dispose of a different legal ground.
- Automatic decisions and profiling: we confirm that the processing of personal data does not include profiling and that you will not be subjected to any fully automated decisions.

You can exercise the aforementioned rights by addressing yourself to **2Brec bvba**. The appropriate contact person is: Mr **Wim Geukens** with the following contact details: **info@2brec.be**

We will make every effort to deal with your personal data in a careful and legitimate way, and in accordance with the applicable regulations. Nevertheless, if you believe that your rights have been violated and that your concerns about this subject are not answered by our company, you are free to file a complaint at:

Commission for the Protection of Privacy Drukpersstraat 35, 1000 Brussels  
Tel. 02 274 48 00 Fax. 02 274 48 35  
Email: [commission@privacycommission.be](mailto:commission@privacycommission.be)

Additionally, you can go to court if you believe that you will suffer damages as a result of the processing of your personal data.

## 8 TRANSFER TO THIRD PARTIES

Certain personal data collected by us will be passed on to and may be processed by third party service providers, such as our IT supplier, accountant, auditor, as well as by the government if explicitly asked for, or if it is a legal obligation to provide this information.

It is possible that one or more of the above mentioned third parties is/are located outside the European Economic Area ("EEA"). However, personal data will only be transferred to third countries providing an adequate level of protection.

The employees, managers and/or representatives of the above service providers or institutions and the specialized service providers appointed by them, shall respect the confidential nature of your personal information and may only use this data for the purposes for which they were provided.

If necessary, your personal details can be passed on to other third parties. This may be the case, for example, if we would be, in whole or in part, reorganized, if our activities would be transferred, or if we would be declared bankrupt. Furthermore, it is possible that personal data must be transferred pursuant to a court order or in order to comply with a specific legal obligation. In that case, we will make all reasonable efforts to inform you in advance about this transfer to other third parties. You will, however, acknowledge and understand that, under certain circumstances, this is not always technically or commercially feasible, or that certain legal restrictions may apply.

In no case shall we process your personal data, sell them or make them commercially available to direct marketing agencies or similar service providers, except with your prior consent.

## 9 TECHNICAL AND ORGANISATIONAL MEASURES

We take the necessary technical and organisational measures in order to process your personal data and to protect it with an adequate level of safety from destruction, loss, alteration, modification, unauthorized access by mistake to third parties, as well as any other unauthorized processing of this data.

**2Brec bvba** shall under no circumstances be held liable for any direct or indirect damages resulting from an incorrect or illegal use of the personal data by a third party.

## 10 ACCESS BY THIRD PARTIES

In order to process your personal data, we grant our employees and appointees access to your personal data. We guarantee a similar level of protection by making contractual obligations opposable to these employees and appointees, similar to this Data Protection Notice.

## 11 ANY FURTHER QUESTIONS?

If, after reading this Data Protection Notice, you have any further questions or remarks concerning the collection and processing of your personal data, please contact **2Brec bvba**, either by mail to **Gustaaf Woutersstraat 11 - 2490 Balen** or by email to **info@2Brec.be**