

# Privacy Statement

We take your rights seriously when processing data. In this document we explain how we collect, process and use your personal data. It constitutes our general data processing policy in accordance with applicable law, including the General Data Protection Regulation (GDPR).

We assume the role of data controller when we process data in our own name and for our own account. In addition, for the benefit of third parties, we sometimes also fulfil the role of processor. This means that we also collect and process personal data for those third parties with whom we work and whose services we propose and offer to you. In this statement, we will only discuss the processing of your data as data controller in more detail.

## When do we collect data ?

We collect and process information about you when you contact us for the purpose of providing services. In addition, you can also call on us or contact us for assistance with the management and execution of other contracts you have concluded. Even if you contact us in any other way, we will (have to) process your data. Finally, it is also possible that we obtain information about you from third parties and use this information to contact you in order to conclude an agreement through our mediation.

## What data do we collect and process ?

We collect and process data that you provide to us, such as your name, address, e-mail address and professional data, such as company name and VAT number. It also includes all data necessary to enable us to assess your needs in terms of our services. Your data will only be processed within the framework of the services for which you call on us, unless you wish otherwise and inform us about it.

We collect this information when you fill in our documents and forms manually or electronically. Cookies are used when you visit our website. For more information about this, please contact us.

## **For what purposes do we collect and process data ?**

We have different reasons to process data which are set out below.

For our customers, we process data for customer management purposes, in particular the acceptance, management and conclusion of contracts and the promotion of other services that we offer. This processing is mainly based on the contractual relationship with our customers, but also, as far as prospecting is concerned, on your explicit consent.

We process supplier data as part of our supplier management and on the basis of the contractual relationship that we have or are establishing with our suppliers.

We process the data to our employees for purposes such as personnel management and payroll administration.

As far as our website is concerned, we tailor the content and its ease of use as much as possible to you as the users of it. In addition, we process your data in order to comply with the obligations arising from the provision of a website and its content and to enable you to use its interactive applications and services.

## **What are our principles for the processing of data ?**

In principle, we collect and process your data on the basis of the contractual relationship we have with you as a result of your request or request in connection with a service requirement and the resulting contract(s), as well as the request to assist you in the management and follow-up of the contracts you have concluded.

Where processing is not necessary for the performance of the contractual relationship, it is based on our legitimate business interests, in particular the freedom of enterprise and information. In doing so, we always ensure that there is a balance between our interests and those of you, for example by granting you a right of opposition.

As far as sensitive data are concerned, we can only process your personal data with your explicit consent. You will be asked to do so when you become a customer of ours. If this is not the case, please inform us in order to enable us to take the necessary measures to this end.

## Will data be communicated to third parties ?

Your data will mainly be processed internally. This does not prevent it from being passed on to third parties with whom you eventually conclude an agreement.

It is possible that we also use third parties for certain punctual services. In such cases, your data may be passed on to these third parties, but only for the service in question and always under our supervision.

In certain cases, there is a legal obligation to provide certain data. This is particularly the case if we are legally obliged to do so or if public authorities have the right to request data from us.

## Your rights

Regulation gives you several rights to ensure that you are adequately protected.

You may at any time object to the use of your data for direct marketing purposes. If you do not wish to be kept informed of our offers, you can report this via [info@lealis.be](mailto:info@lealis.be) or by ticking a box in the information provided to you on specific occasions.

You can always view the data that we process about you and, if necessary, have it corrected. To do so, simply request it via [info@lealis.be](mailto:info@lealis.be), with proof of your identity. We ask this to prevent your details from being communicated to someone who is not entitled to them.

If you do not agree with the way in which we process your data, you can always submit a complaint to the Data Protection Authority, Drukpersstraat 35, 1000 Brussels. You can also go there for all general questions regarding the processing and protection of personal data.

## Changes

We reserve the right to amend this statement. Changes will be notified to users via the website.