



# Privacy Statement



Cotrabel BV - Moorstraat 24 - B-9850 Landegem - [info@cotrabel.com](mailto:info@cotrabel.com) - [www.cotrabel.com](http://www.cotrabel.com)

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Verkoopsvoorwaarden: behoudens andersluidende schriftelijke overeenkomst zijn de algemene voorwaarden van Cotrabel BV, vermeld op de keerzijde, van toepassing. De klant verklaart ervan kennis genomen te hebben en ze te aanvaarden.



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### 1. General

Below, you can read the official Privacy Statement of Cotrabel nv. This Privacy Statement has been drawn up in accordance with the legal provisions of the Personal Data Protection Act, with effect from 25 May 2018, and also in accordance with the General Data Protection Regulation.



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Your privacy is of great importance for Cotrabel nv. By means of this Privacy Statement we inform you that we handle the data of our relationship network very confidentially and carefully. We explain which personal data we collect, process, why, how long and how you have control over this.

## 2. What is this Privacy Statement applicable to?

This Privacy Statement provides information about the processing of personal and company data by or on behalf of Cotrabel nv. This information relates solely to the use of personal and company data of:

- (Potential) Employees of Cotrabel nv
- (Potential) Customers of Cotrabel nv
- (Potential) Suppliers of Cotrabel nv and their employees, contact persons, or appointees
- (Potential) Sub suppliers of Cotrabel nv and their employees, contact persons, or appointees
- (Potential) Applicants of Cotrabel nv
- Visitors of the website of Cotrabel nv
- Residents
- Victims, their representatives, technical and legal advisors.

Personal data means the following: all information about an identified or identifiable natural person (the concerned) with the proviso that, as identifiable, a natural person can be identified directly or indirectly, in particular by means of an identifier such as name, an identification number, location data, an online identifier or one or more elements that characterize the physical, physiological, genetic, psychological, economic, cultural or social identity of the natural person.

Cotrabel nv acts as responsible for the processing of the collected data for the purposes described in this Privacy Statement.

## 3. For what purposes do we process your data?

We collect information that you provide us voluntarily, such as your name, address, telephone number and e-mail address, for example if you place an order or want to know more about products and services or if you contact our staff for assistance.



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Cotrabel nv, can – depending on the contact channels you use - process the following personal and company data :

- If you are interested in our product and/or service and voluntarily provide us with your data.
- If you already use our products and/or services and voluntarily provide us with your data, in order to follow up on this cooperation and/or contractual relationship.
- When we research the market in order to reach potential/future customers, suppliers, employees, etc. We try to define our target groups precisely enough so that we do not have to record unnecessary data. For this purpose, we only use the personal data of potential/future employees. For other target groups, we only use the name, first name and any business details of the company to which you belong.
- Improving the services and products of Cotrabel nv
- Processing complaints and compliments.
- Offers for our acquisition needs.
- We always try to personalize a cooperation, a contractual relationship, a user experience, a written communication, etc. To do this, we also use data voluntarily provided by you and/or data obtained through prospecting.
- To implement and fulfill all legal obligations arising from the Personal Data Protection Act and the General Data Protection Regulation.
- In the event of exceptional events where the general health of the population is paramount, Cotrabel nv may temporarily record limited information about the health of its employees, subcontractors and other persons who enter the workplace of Cotrabel nv. This is only in and for the period during which the general health of the population prevails.

#### 4. Which data are processed?

Cotrabel nv may process the following personal data:

- Name and surname
- Address information, including postal code: private and/or business
- Job title
- Contact information: e-mail, telephone, cell phone, LinkedIn profile, etc. (private and/or business)
- All data required for a job application, this may also include financial data.
- All data required in the context of a contractual relationship, this may also include financial data.
- Within the framework of any employment or service contract, additional data is also recorded in the context of career development, performance review, health assessments, absenteeism



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policy, etc. But also in the context of team building, e.g. congratulations for birthdays, anniversaries, weddings, births, etc.

- Within the framework of the security of our company premises and a time registration system, limited biometric data can be registered. For example, time registration via a face recognition tool. For example, access to the workplace via a fingerprint recognition tool. These tools only contain a photocopy of the biometric data, which cannot be duplicated or shared with other systems. This data is deleted as soon as it is no longer needed.
- Date, time and record of contact moments.
- On our own website, we also use certain cookies (see below).
- In the context of school visits, company visits, internships, student contracts, etc., the data of children under the age of 16 may also be saved, always and only in the context of the voluntary submission of data (school visits, company visits) and a contractual relationship (internships, student jobs). Although visitors of all ages can browse our websites, we do not knowingly collect or request personal data from children under the age of 16 without parental consent.

## 5. With whom do we share your personal and company data?

Cotrabel nv can share your personal and company data with its own employees for the purpose of acquisition for the organization, and with the subcontractors who contact you on behalf of Cotrabel nv for correct execution of its activities. We share information with affiliated companies in which Cotrabel nv has an interest and with sister and / or subsidiaries companies for business purposes, such as internal administration. It is our legitimate interest to share data for these purposes with these parties.

Cotrabel nv, may be required to provide your personal and company data to third parties due to a legal obligation on Cotrabel nv and/or as a result of urgent requests from the authorities.

In the latter case, Cotrabel nv has taken the necessary organizational and contractual measures to ensure that your data is processed and protected in accordance with European and Belgian legislation.

## 6. How long do we keep your personal and company data?

Cotrabel nv keeps your data for as long as we deem necessary to enable you to use our website, provide services to you, comply with applicable legislation (including legislation regarding the



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retention of documents), to resolve disputes with parties and otherwise to the extent that is necessary to enable us to carry out our business activities. This Privacy Statement and our internal guidelines are applicable to all data that we store. If you have questions about a specific storage period for a certain type of data, you can send an e-mail to [ethics@het-veer.be](mailto:ethics@het-veer.be)

## 7. How are your personal and company data secured?

We take the protection and security of your data very seriously. Internally we take at Cotrabel nv the necessary technical and organizational measures to protect your personal data both in our offices and /or via our websites. For example, we employ the necessary firewalls that secure external access from outside and a stringent password policy is applied. We ensure that our employees and processors only have the necessary information they need.

## 8. What rights do you have?

If your personal data are processed, you have a number of rights. We will list these for you here below.

### Right to inspect

As concerned person you can request an access to the data that we process about you at any time.

### Droit à l'amélioration

You can always ask to improve or to complete your personal data.

### Right of transferability of data

You have the right to request the transferability of your personal data that you have provided to us, to yourself or to a third party. We point out that the applicable legislation provides a number of restrictions, so that this right of transferability does not apply to all data.

### Right to oppose

If you cannot agree with the way Cotrabel nv processes certain personal data, e.g. in the context of direct marketing, profiling, you can use your right to oppose.

### Right to delete your data

You not only have the right to have incomplete, incorrect, and inappropriate or outdated data changed, you also have the right to have them removed.

## 9. Use of Cookies



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We use Cookies on the website of Cotrabel nv. Cookies are small text files that are stored by your computer or mobile device when you visit one of our websites. These Cookies contain information such as the language preference, so that this information does not have to be entered every time a new visit to the website is made. If you wish to block the Cookies, you can always change the settings of your browser.

## **10. To whom can you focus on problems or complaints?**

If you have any complaints or remarks about our Privacy Statement, or about the way we process your personal data, including the exercise of your rights, you can contact:

Phone +32(0)9 380 21 09  
E-mail to [ethics@het-veer.be](mailto:ethics@het-veer.be)  
Letter to Cotrabel nv, Privacy department, Vlasmarkt 12, 9000 Gent

Any request for inspection, correction, deletion ...of data must contain a clear statement of what you wish to see, correct, delete... Your request must be signed, dated and contain a copy of the front and back of your identity card. If these conditions are met, Cotrabel nv will consider your request as soon as possible and inform you about this.

## **11. Modification of our Privacy Statement**

We at Cotrabel nv can change our Privacy Statement at any time. We therefore recommend that you review our Privacy Statement regularly. The most recent version can always be found on our website.

This version of the Privacy Statement was last amended on 22 January 2021.



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