

## **Privacy policy**

Your privacy matters to us. By visiting and/or using this website you are disclosing your personal data, as will be explained below. Aspiravi nv would like to process your personal data in a lawful, proper and transparent way, in accordance with the applicable legal provisions, such as the Belgian Privacy Act of 8 December 1992 and the European General Data Protection Regulation of 27 April 2016.

You hereby declare to have taken knowledge of and agree with this privacy policy, and that you therefore accept the processing of your personal data as herein described.

In this privacy policy, we will explain which of your personal data Aspiravi nv collects, uses, processes and/or passes on.

### **What personal data are collected or processed?**

The personal data requested, collected and processed may include the following categories of data: surname, first name, street name, house number, town, country, company name, telephone number, email address and IP address.

### **Who processes your personal data?**

Your personal data are processed by Aspiravi nv, a public limited liability company under Belgian law, with its registered office at Vaarnewijkstraat 17, 8530 Harelbeke and with company number 0477.518.825 ("Aspiravi nv").

### **What is the legal basis for your data being processed?**

Aspiravi nv processes your personal data collected via the website based on (I) your acceptance of this privacy policy and/or (II) the preparation and implementation of the agreement between you and Aspiravi nv through the website and/or (III) the compliance with our legal obligations and/or (IV) the protection of the legitimate interest of Aspiravi nv, such as conducting direct marketing, preventing fraud, managing its internal administration or maintaining appropriate network and information protection.

### **How are personal data collected?**

On the one hand, personal data are obtained by Aspiravi nv directly from the visitor concerned, when they complete online registration or contact forms, and on the other hand via different technical tools the website uses to optimise user and visitor experience and to detect possible (technical) errors on the website.

### **To what purpose are personal data collected or processed?**

Firstly, Aspiravi nv collects and processes personal data in order to inform those interested on relevant, company-related developments. In addition, personal data are collected and processed for the following activities:

- To process data for marketing, public relations and customer development purposes;
- To send out our newsletter, from which you can unsubscribe at any time.
- To analyse personal data for statistical purposes: when you visit our website, the following data are collected: IP address, browser and operating system, date and duration of the visit, the external website which referred you to the Aspiravi website and the pages you visit on the Aspiravi website (see cookie policy).
- To comply with legal obligations;

- To deal with questions, notifications, complaints or requests Aspiravi receives via the online contact form on this website.

Your personal data are stored by Aspiravi nv for the term that is necessary for the above purposes. Personal data are retained only for as long as they are needed. After this term expires, the personal data are destroyed.

### **Are personal data passed on to third parties?**

Aspiravi nv can share your personal data with other entities which are directly or indirectly linked to Aspiravi nv, to companies which are contractually linked to it or which process certain personal data on behalf of Aspiravi nv, and with public authorities (if they are entitled to them). Personal data will be kept within the EU at all times and will therefore be covered by the legal protection of GDPR. In addition, they will not under any circumstances be sold or passed on to third parties.

Aspiravi nv also guarantees the above-mentioned receivers will take adequate technical and organisational measures to protect the personal data.

### **Can you manage your own personal data?**

You have the right to access, change and improve your personal data if they are incorrect, incomplete or no longer relevant.

You have the additional right to have your personal data deleted, to have their processing limited and to object to the processing of your personal data in accordance with Article 6.1 (f) of the General Data Protection Regulation.

In addition, you have the right to obtain a copy of your personal data. You can also get in touch if you no longer wish to receive emails (of a commercial nature or otherwise) from Aspiravi nv.

You can exercise the above rights via [info@aspiravi.be](mailto:info@aspiravi.be) or by sending Aspiravi nv a request via the contact page on our website, accompanied by a form of identification. Try to be as specific as possible when you wish to exercise your rights, so Aspiravi nv can deal with your question concretely and correctly, in compliance with the applicable legislation.

Everyone also has the right to file a complaint with the Data Protection Authority (Belgian Privacy Commission: [commission@privacycommission.be](mailto:commission@privacycommission.be)).

### **Protection and security measures**

In compliance with Article 32 of the General Data Protection Regulation, Aspiravi nv has put appropriate administrative, technical and physical security measures in place to protect personal data against accidental or unlawful destruction, accidental loss, unauthorised amendments, unauthorised publication or access, misuse and any other unlawful ways the personal data in our possession could be processed.

### **Changes**

This privacy policy may be amended by Aspiravi nv from time to time. We advise visitors or users to consult this privacy policy on a regular basis. The latest version will be available on this webpage. (last amended on ...)