



DATA PROTECTION NOTICE
POTTEAU LABO NV

1. INTRODUCTION

POTTEAU Labo NV with registered office at Zuidstraat 24-32, 8501 Heule and registered at the Crossroads Bank of Enterprises with company number 0405360921 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, leaks, errors, unauthorized accesses or unlawful processing.

We want to inform you through this Data Protection Notice about the collection and processing of your personal data.

We ask that you read this Data Protection Notice carefully, as it contains essential information about how and for what purpose your personal data is processed.

By communicating your personal data you declare that you explicitly have taken note of this Data Protection Notice and that you also explicitly agree with it, as well as with the processing itself.

2. SCOPE OF APPLICATION

This Data Protection Notice applies to all services provided by us and generally to all activities which we perform.

3. PROCESSING MANAGER AND HER COMMITMENTS

POTTEAU Labo NV, with registered office at Zuidstraat 24-32, 8501 Heule and with company number 0405360921, is the Processing Manager of your personal data.

When collecting and processing your personal data, we respect the Belgian regulations on the protection of personal data, as well as the General Data Protection Regulation ("GDPR") from its entry into force on 25 May 2018.

4. PERSONAL DATA

Depending on your activities and your relationship with our company, you share with us the following personal data: your identity and contact details (name, title, address, e-mail address, telephone and mobile number). For certain specific legal obligations (electronic attendance registration, 30 bis declaration of work), you may provide us with additional data to register your attendance (such as E-ID data, Limosa number).

We kindly point out that you are responsible for all data which you provide to us and we trust that it is accurate. If your details are no longer up-to-date, we request you to notify us of this as soon as possible.. You are not required to share your personal data, but you understand that the provision of certain services or cooperation becomes impossible if you do not consent to the collection and processing thereof.



5. PROCESSING PURPOSES AND LEGAL BASIS

5.1 Customer data

In the context of our services and our activities, we collect and process the identity and contact details of our customers and clients, their staff, employees, colleagues and other useful contacts. The purposes of these processes are the implementation of agreements with our customers, customer management, accounting and direct marketing activities such as sending promotional or commercial information. For example, we send a newsletter four times a year to announce trade fairs or to present new achievements and products.

The legal grounds are the implementation of the agreement, the fulfillment of legal and regulatory obligations (such as the 30bis declaration of work) and/or our legitimate interest.

5.2 Information of suppliers and subcontractors

We collect and process the identity and contact details of our suppliers and subcontractors, as well as their possible subcontractor (s), their staff, employees, colleagues and other useful contacts. The purposes of these processes are the implementation of this agreement, the management of suppliers/subcontractors, accounting and direct marketing activities such as sending promotional or commercial information.

The legal grounds are the implementation of the agreement, the fulfillment of legal and regulatory obligations (such as the mandatory electronic attendance registration, the 30bis declaration of work, the attendance list or other obligations in public procurement, etc.) and/or our legitimate interest (such as for direct marketing). For the electronic attendance registration, the E-ID data or the Limos number is also processed where appropriate. For direct marketing activities by email (such as a newsletter or invitation for events), permission will always be requested and can also be withdrawn at any time.

5.3 Employee data

- We process the personal data of our employees in the context of our personnel management and payroll administration. Given its specific nature, this processing is regulated more extensively in a Data Protection Policy for employees.

5.4 Other data

In addition to the data of customers, suppliers/subcontractors and staff, we also process personal data of others, such as potential new customers/prospects, useful contacts within our sector, network contacts, contacts of experts, etc. The purposes of these processes are in the interest of our activities, direct marketing, public relations and personnel management.

For example, we send a newsletter four times a year to announce trade fairs or to present new achievements and products.

The legal basis is our legitimate interest or, in some cases, the implementation of an agreement.



6. DURATION OF THE PROCESSING

The personal data is stored and processed by us for a period which is necessary in function of the purposes of the processing and in relation to the (contractual or non-contractual) relationship we have with you.

Customer data and data of suppliers or subcontractors will in any case be deleted from our systems after a period of ten years after the termination of the agreement or the project, except for the personal data which we must retain for a longer period in accordance with specific legislation or in case of an ongoing dispute for which the personal data is still necessary.

7. RIGHTS

In accordance with and under the conditions of the Belgian privacy legislation and the provisions of the General Data Protection Regulation, we inform you that you have the following rights:

- Right of access and inspection: you have the right to access the data we have about you free of charge and ascertain what they are used for.
- Right to rectification: you have the right to obtain rectification (correction) of your incorrect personal data, as well as to complete incomplete personal data.
- Right to change or limit your data: you have the right to request us to delete your personal data or limit its processing in the circumstances and under the conditions set out in the General Data Protection Regulation. We may refuse the change of data or limitation of any personal data which is necessary for us to perform a legal obligation, the performance of the agreement or our legitimate interest, as long as this data is necessary for the purposes for which it was collected.
- Right to transfer data: you have the right to obtain the personal data which you have provided to us in a structured, common and machine readable form. You have the right to transfer this data to another data processing manager.
- Right of objection: you have the right to object to the processing of your personal data due to serious and legitimate reasons. However, please note that you cannot object to the processing of personal data which are necessary for us to perform a legal obligation, the performance of the agreement or our legitimate interest, as long as this data is necessary for the purposes for which they were collected.
- Right of withdrawal of the consent: If the processing of the personal data is based on the prior consent, you have the right to withdraw this consent. This personal data will then only be processed if we have a different legal basis for this.



- Automatic decisions and profiling: we confirm that the processing of the personal data does not include profiling and that you are not subjected to fully automated decisions.

You can exercise the aforementioned rights by contacting Mrs. Griet Clinckemaiïlie, with contact details: griet.c@potteau.com - 056 / 36.33.33

We make every effort to handle your personal data in a careful and legitimate manner in accordance with applicable regulations. If, nevertheless, you believe that your rights would have been violated and you would not be able to get a response to your concerns within our company, you are free to submit a complaint to:

Commission for the Protection of Privacy

Drukpersstraat 35, 1000 Brussels

Tel . 02 274 48 00

Fax. 02 274 48 35

Email: commission@privacycommission.be

You can also go to a court if you believe you would suffer damage 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 and possibly processed by third-party service providers, such as our IT supplier, accountant, auditor, social secretariat, external service for prevention and protection at work, insurance companies, as well as by the government (for example with the 30bis declaration of works, electronic attendance registration or competing for public contracts).

It is possible for one or more of the aforementioned third parties to be located outside the European Economic Area ("EEA"). However, personal data will only be transferred to third countries with an appropriate level of protection.

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

If necessary, your personal data can be passed on to other third parties. This may be the case, for example, if we were to be fully or partially reorganized, if our activities were to be transferred or if we were declared bankrupt. It is also possible that personal data must be transferred pursuant to a court order or to comply with a specific legal obligation. In that case we will make reasonable efforts to inform you in advance about this communication to other third parties. However, you will acknowledge and understand that in certain circumstances this is not always technically or commercially feasible or legal restrictions may apply.

We will under no circumstances sell your personal data or make it commercially available to direct marketing agencies or similar service providers, unless with your prior permission.



9. TECHNICAL AND ORGANIZATIONAL MEASURES

We take the necessary technical and organizational measures to process your personal data on an adequate security level and to protect it against destruction, loss, falsification, modification, unauthorized access or accidental notification to third parties, as well as any other unauthorized processing of this data.

Under no circumstances can POTTEAU Labo NV be held liable for any direct or indirect damage resulting from incorrect or unlawful use of the personal data by a third party.

10. ACCESS BY THIRD PARTIES

With a view on the processing of your personal data, we provide access to your personal data to our employees, colleagues. We guarantee a similar level of protection by making contractual obligations enforceable against these employees and colleagues who are similar to this Data Protection Notice.

11. ANY QUESTIONS?

If, after reading this Data Protection Notice, you have further questions or comments regarding the collection and processing of your personal data, you can contact Ms. Griet Clinckemaillie at 056 / 36.33.33, or by post to Zuidstraat 24 -32, 8501 Heule or by email to griet.c@potteau.com