

# Privacy Policy

## 1 Who are we?

This Privacy Policy applies to the users of the website [www.kicom.be](http://www.kicom.be) administered and owned by KI' Communications based in Magdalenastraat, 16, 2550 Kontich, Belgium (hereinafter "we", "us", "our").

## 2 Why do we have a privacy policy?

Due to the nature of our business we process a lot of personal data. To make sure your data is protected and only used where needed we commit to keep the highest standards on privacy. This privacy policy therefore applies to all information that is transferred to us via electronic means. This information can be collected through the forms on our website and when you contact us via e-mails.

Please do note when you contact us through another electronic medium (such as Facebook or Twitter), the privacy policy of that website precludes this privacy policy in case of collision.

## 3 How can you reach us?

For any questions, enquiries or other actions on privacy matters you can contact us via:

Phone: (+32) 0475 55 00 73

E-mail: [pw@kicom.be](mailto:pw@kicom.be)

Address: Magdalenastraat, 16, 2550 Kontich, Belgium

Website: <https://www.kicom.be/>

## 4 What information do we collect and what do we use it for?

<b>Categories of personal data that we collect</b>	<b>Purpose of processing</b>	<b>Legal basis for processing</b>
<u>First name, family name, e-mail address</u>	To sign you up for our events and contact you regarding our events	Consent
<u>Company and function</u>	We use this information for your name card and for sending you the information regarding the relevant events	Consent
<u>e-mail address</u>	When you sign up for our newsletter, we need your e-mail address	Consent
<u>Address</u>	We use this information for communication purposes	Consent
<u>Telephone number</u>	We need this to contact you and provide for some urgent information	Consent
<u>Event history</u>	We keep track of which events you have already participated so that we can contact you for a follow-up event	Consent

## 5 Who has access to your data?

We have access to your data, strictly when necessary to perform a processing described above. We do not disclose your personal data to third parties without your consent.

Your data is stored in our CRM system, with a limited access. People who have access to this CRM are subject to the confidentiality obligation.

We may share your information:

- With our staff for carrying out their assignment
- With our affiliates and external service providers that provide services or process data on our behalf, or for data centralization and / or logistics purposes. They only act as a processor, and only use your data under our documented instructions.
- With suppliers, consultants, marketing partners and other service providers who need access to such information to work on our behalf. They too only act as a processor, and thus use your data only under our documented instructions.
- Upon request for information by a competent authority if we believe disclosure is in accordance with, or otherwise required by, any applicable laws, regulations or legal process.

We can only transfer your data to recipients outside the EEA (European Economic Area) based on your explicit consent or contractual obligations and in any case subject to the provisions of Chapter V of GDPR.

## 6 How long is your data kept?

We will keep your data for as long as necessary for the purposes for which they have been collected, but in any case for no longer than 2 years. You can renew your enrollment annually by 1 year by accepting our request for an extension. Otherwise, we will delete your data after this period.

## 7 What are your rights?

You may exercise your rights by sending a request through one of the communication channels that have been indicated in § 3.

### 7.1 Right of access

You may request a copy of your personal data that we have. Please note that only the first copy is free and we will send you the information by e-mail, unless you specifically request the information by mail or if an e-mail is not possible due to technical circumstances.

It is possible that certain documents contain personal data of other persons who enjoy the same protection as you. We therefore have to anonymise certain documents, which may take some time. We will always inform you if we cannot comply with the request within a month.

### 7.2 Right to rectification

If we are in possession of incorrect or incomplete data, we will rectify it on your request. If we believe that your details are no longer up-to-date which is important for the

purposes for which your data have been initially obtained, we may contact you to verify this.

### 7.3 Right to erasure

In certain cases you can ask us to delete your data. We will however keep your e-mail address and/or phone number and/or address and/or name on a black list, so our system will notice that you no longer wish to be contacted.

We will erase your data if:

- We no longer process or need your data;
- You withdraw your consent to processing which was based solely on consent
- You invoked your right to object (see § 7.7);
- Your data was unlawfully processed;
- There is a legal obligation to delete the data;
- Your data was collected in relation to the offer of information society services (any service normally provided for remuneration, at a distance, by electronic means and at the individual request of a recipient of services).

We will inform you if we cannot delete your data when it is still needed:

- For compliance with a legal obligation;
- For reasons of public health;
- For archiving, research or statistical purposes in accordance with article 89 of the GDPR;
- For the exercise of right of freedom of expression and information;
- For the establishment, exercise or defence of legal claims.

### 7.4 Right to restriction of processing

We will stop processing your data when (with the exception of storage):

- We are in possession of incorrect data;
- When our processing is considered illegal;
- There are legal claims;
- There is a right to object (see §7.7) until the matter has been clarified.

### 7.5 Right to notification

When you exercise the above-mentioned rights (with the exception of the right to access), we will communicate this to each recipient to whom the personal data have been disclosed, unless this proves impossible or involves disproportionate effort. We shall inform you about those recipients at your request.

### 7.6 Right to data portability

You have the right to receive your personal data that we process based on your consent, and via automated means, in a structured, commonly used and machine-readable format and transmit those data to another organization.

### 7.7 Right to object

When we process your data based on legitimate interest or on the basis of public interest, you have the right to object to such processing. We'll investigate your

objection and will only continue processing if we can prove that we have a legal grounds for it. The conclusion of the investigation will be communicated to you. You also have the right to object to direct marketing. We will stop sending you any marketing materials from the moment we receive your request.

## 8 Can you withdraw your consent to processing of your data?

Yes, at any point in time you can withdraw your consent to the processing of your personal data. However, if there is another legal ground for processing your data, we still will process your data on that legal ground. Also, if you withdraw consent it will only work towards the future, and all previous processing will be deemed legal.

## 9 How to file a complaint?

You always have the right to lodge a complaint to the national data protection authority. You can do so by contacting the Belgian Privacy Commission via <https://www.privacycommission.be/en/contact-us>.

## 10 Changes to our policy

This privacy policy replaces all previous versions and is correct as of May 25, 2018. We reserve the right to change and / or update this policy at any time.