

Privacy policy OpenICT

This page was last modified April 13th 2023

This privacy statement applies to the websites and services of **OpenICT BVBA located at Haachtsesteenweg 322/C, with registered office at 1910 Kampenhout, (BE0870.133.352)**

(hereinafter referred to as "we", "us").

We attach great importance to the privacy of our customers and visitors to our websites. For this reason, we will only process your data in a manner that is in accordance with the General Data Protection Regulation (GDPR).

Personal data we collect

We collect data in order to operate efficiently and provide you with the best experiences with our products and services. You provide some of this data (optionally) directly to us, for example, when you respond to a job vacancy, request information via the websites, etc.

Data we collect:

- Name, first name, public IP, usernames, passwords, email address, address, company number, VAT number, phone number, fax number.
- Supporting letters and CVs regarding job applications.
- Geolocation data of vehicles.
- Personal data that appears on the driver card as described on <http://www.digitach.be/NL/conducteur.htm> and/or registered by the used tachographs (https://www.belgium.be/nl/mobiliteit/goederentransport/wegen/digitale_tachograaf)

We also register information about the company where our customers, partners, and/or prospects work (e.g. address details, VAT number, activity sector, etc.).

For what purposes do we use this personal data?

The personal information you provide to us may be used to manage our relationship with you or to customize or improve our websites and services

related to you. Additionally, we process your data to correctly handle your purchases.

We **could** also use your personal data for **marketing purposes**, such as sending you promotional materials or communications related to services provided by us that we believe may be of interest to you.

You can request **at any time** that we stop sending communication, emails, or other correspondence. This can be done without providing a reason and free of charge by contacting us through the details listed under "contact information".

An overview of our processing activities:

- Improving the service
- Properly fulfilling the agreement
- Providing customer service
- Handling complaints
- Responding to job applications

How long do we keep personal data?

We do **not** keep your personal data for **longer than strictly necessary** to achieve the purposes set out in this privacy statement.

Transfer of data to third parties

Your data will not be transferred to third parties.

The data you provide us in the context of your job application will not be transferred to third parties under any circumstances.

Safety of your personal data

We take all necessary measures to protect the security and confidentiality of your personal data. We use appropriate technical and organizational measures in such a way that the processing complies with the requirements of national and European legislation.

Your rights

Access to data and copies

By means of a written, dated, and signed request addressed to the data controller at the address indicated in the "contact details" section of this policy, the data subject, after verifying their identity (by adding a copy of their identity card), may obtain written communication or a copy of the personal data that has been obtained, free of charge.

The data controller may require the data subject to pay all reasonable costs based on administrative costs for each additional copy requested by the data subject. If the data subject submits this request electronically, the

information will also be delivered in a standard electronic manner, unless the data subject wishes otherwise.

The copy of their data will be communicated to the data subject no later than one month after receiving their request.

Right to rectification

By means of a written, dated, and signed request addressed to the data controller at the address indicated in the "contact details" section of this policy, the data subject may, at any time, for reasons related to their personal situation and after verifying their identity (by adding a copy of their identity card), within a reasonable time and explicitly within one month, request free of charge the rectification of their personal data if it contains errors, is incomplete, or is irrelevant, and also request that their data be supplemented if it is found to be incomplete.

The right to object to processing

By means of a written, dated, and signed request addressed to the data controller at the address indicated under the "contact information" section of the current policy, the data subject may, at any time and free of charge, object to the processing of their personal data for reasons related to their particular situation, and after their identity has been verified (by adding a copy of their identity card):

- When the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller;
- When the processing is necessary for the purposes of fulfilling a task carried out in the public interest or in the exercise of official authority vested in the data controller;
- When the processing is necessary for the purposes of the legitimate interests pursued by the data controller, provided that the interests or fundamental rights and freedoms of the data subject which require the protection of personal data do not override those interests (especially when the data subject is a child).

The data controller may refuse to comply with the data subject's objection if they demonstrate compelling legitimate grounds for the processing which override the interests, rights, and freedoms of the data subject, or for the establishment, exercise, or defense of legal claims. In case of dispute, the data subject may appeal in accordance with the "objections and complaints" section of the current policy.

By means of a written, dated, and signed request addressed to the data controller at the address indicated under the "contact information" section of the current policy, the data subject may, at any time and after their identity has been verified (by adding a copy of their identity card), object without justification and free of charge to the processing of their personal

data if such data has been collected for direct marketing purposes (including profiling).

If personal data is used for scientific or historical research purposes or statistical purposes in accordance with the General Data Protection Regulation, the data subject has the right to object to the processing of their personal data for reasons related to their particular situation, unless the processing is necessary for a task carried out in the public interest. The data controller is obliged to respond to the data subject's request within a reasonable period and no later than one month, and to provide justification if they intend not to grant the data subject's request.

The right to restriction of processing.

By means of a written, dated, and signed request addressed to the data controller at the address indicated in the "contact information" section of this policy, the data subject, after verifying their identity (by adding a copy of their identity card), can obtain the restriction of the processing of their personal data in the following cases:

- When the data subject disputes the accuracy of a piece of data and only for the period that the processing controller needs to verify it;
- When the use is unlawful or when the data subject prefers restriction of processing over erasure of the data;
- When the data subject needs this restriction for a legal claim, exercise, or defense, even though it is not necessary for the continuation of the processing purposes;
- For the period necessary to investigate the validity of an objection request, in other words, the period that the processing controller needs to balance the legitimate interests of the processing controller and those of the data subject.

The data controller shall inform the data subject as soon as the restriction of processing is lifted.

The right to erasure (right to be forgotten)

By means of a written, dated and signed request addressed to the data controller at the address mentioned under the "contact details" section of this policy, and after verifying their identity (by attaching a copy of their identity card), the data subject may obtain the erasure of the personal data concerning them if one of the following reasons applies:

- The data is no longer necessary for the purposes of processing;
- The data subject has withdrawn consent for the processing of their data and there is no legal basis for further processing;
- The data subject objects to the processing and there are no compelling legitimate grounds for further processing, or the data subject exercises their particular right to object to direct marketing purposes (including profiling);
- The personal data has been unlawfully processed;

- The personal data with a personal character needs to be erased in order to comply with a legal obligation (under EU law or the law of a member state) to which the controller is subject;
- The personal data was collected in the context of an offer of information society services directly to a child.

The erasure of data is not applicable in the following 5 cases:

- When the processing is necessary for exercising the right of freedom of expression and information;
- When the processing is necessary for compliance with a legal obligation which requires processing under the law of the European Union or the law of a Member State to which the controller is subject, or for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- When the processing is necessary for reasons of public interest in the area of public health;
- When the processing is necessary for archiving purposes in the public interest, scientific or historical research purposes, or statistical purposes, and the right to erasure is likely to render impossible or seriously impair the achievement of the objectives of that processing;
- When the processing is necessary for the establishment, exercise or defence of legal claims.

The controller is obliged to respond to the request for erasure from the data subject within a reasonable period of time and at the latest within one month and must provide justification if he intends not to comply with the request of the data subject. The data subject also has the right, free of charge and under the same conditions, to obtain the erasure or prohibition of the use of all personal data relating to him which, given the purpose of the processing, are incomplete or irrelevant or whose registration, communication or storage is prohibited or which have been stored for a longer period than necessary and allowed.

Right to data portability.

By means of a written, dated and signed request addressed to the data controller at the address indicated under the "contact information" section of this policy, the data subject may at any time and after his identity has been verified (by adding a copy of his identity card), request to obtain his personal data in a structured and commonly used machine-readable format, free of charge, for the purpose of transferring it to another data controller.

- If the processing of the data is carried out with the help of automated processes; and

- If the processing is based on the consent of the data subject or on an agreement concluded between the data subject and the data controller.

Under the same conditions and according to the same modalities, the data subject also has the right to demand from the controller that the personal data concerning him/her be transmitted directly to another controller, where technically feasible.

The right to data portability shall not apply to processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Objections and complaints:

The data subject can file an objection with the Belgian Commission for the Protection of Privacy (CBPL) at the following address:

Commission for the Protection of Privacy, Drukpersstraat 35, 1000

Brussels, telephone: +32 274 48 00,

email: commission@privacycommission.be.

The data subject can also file a complaint with the court of first instance in their place of residence.

For more information on complaints and remedies, the data subject is invited to consult the following link:

<https://www.privacycommission.be/nl/klacht-en-beroep>

Changes

This privacy statement is tailored to the use of and the possibilities on the current websites. We reserve the right to change or update this privacy statement at any time.

When we make changes to this statement, we will change the date of the "last update" of the statement. For significant changes, we will mention this on our homepage. Nevertheless, we recommend that you periodically read our privacy statement.

Contact details

If you have any questions about this privacy policy, you can contact us using the following information:

Our address: **OpenICT BVBA, Haachtsesteenweg 322/C, 1910 Kampenhout**

Our phone number: **+32 (0) 2 342 01 90**

Via E-mail: privacy@openict.be

This document is not the official version, but an unofficial translation for your convenience. Please find the official Dutch version here:

https://www.orditool.com/privacy_beleid_openict.pdf