



**InnoMould** believes that your personal data belongs to you. We aim to respect and process your personal data with care at all times. When visiting our website, you shall feel confident that your privacy is respected.

The purpose of this policy is to inform you of the types of Personal Data we collect when you use our web site and the steps we take to protect and safeguard your personal information. This policy and its principles apply to personal identifiable information we ask for and that you provide. By this we mean information that directly or indirectly identifies you, such as your name, physical address, e-mail address, IP number or other contact details.

We aim to process personal data that is adequate, relevant and not excessive in relation to the purpose for which it has been collected. We believe in being transparent about the types of personal information and why we collect your information. We only collect and process personal information where we have lawful grounds to do so, and in accordance with Data Privacy Laws. On request, InnoMould will provide you with further information regarding our processing and protection of your personal data when visiting our website or communicating with us through other channels. Please see the contact section below.

## Personal Data collection

We hope the following information will help you make an informed decision about sharing your personal information with us. You are always free to decide if you want to provide your personal identifiable information or not.

## Just visiting our website

By accessing and browsing our web site, we do not require personal identifiable information. We may collect limited non-personal identifying information your browser makes available whenever you visit a website. For example, your Internet Protocol address, browser language, geographical location data, date and time, and cookies.

True the configuration of your browser you can always delete the “cookies” witch identify you or adjust your browser settings to avoid the use of “cookies”. In such case it can affect the correct working of the website

## Applying for a Job online

Whenever we request personal identifiable information, we will inform you about what types of data we collect and how we use it, when asked. In general, if you are applying for job online we will use your information to process your application.

## Connect for Business

Where you request to receive datasheets, marketing and promotional material, general information or connect with us online, we may (depending on type of contact you request) collect the following personal identifiable information, for example:

- Contact details (e-mail, address, phone, professional title or role), company name, gender and language preferences;
- Event, meeting (including feedback about content and services at events you attend through surveys), travel Information;



We may also collect information from business partners, from third parties acting on your behalf, and other platforms that help provide Services. For example, we may receive meeting data from an event registration provider.

We use your personal identifiable information to provide you with the requested services and may send you marketing and promotional material relevant to you.

You may at any time ask us to delete your personal identifiable information. Please contact [mario@innomould.be](mailto:mario@innomould.be)

## InnoMould is responsible as controller

InnoMould NV is the data controller of personal information collected from our website and which you entrust to us. We always aim to comply with the General Data Privacy Regulation and other applicable Data privacy laws. If you have any complaints relating to our handling of your personal identifiable information that cannot be resolved with us directly, please contact the privacy comity.

## Legal grounds for Collection and Processing of Personal Data.

We only process your personal identifiable information where we have legal grounds to do so. Where we require your consent to collect and process your personal data, the request form will be provided in a clear, specific and expressly manner.

If we have asked for your consent, it can always be revoked at any time by contacting us and we will not use or process your personal identifiable information any more.

## Sharing of information

As a general rule, InnoMould never rents or sells your personal identifiable information to other companies or individuals, unless we have your consent. We may share such information in any of the following limited circumstances:

- With your consent.
- To trusted businesses or persons for the sole purpose of processing your request on our behalf. Where this occurs, such parties are subject to agreements which require them to process such information only on our instructions and in compliance with this Privacy Policy and appropriate confidentiality and security measures.
- Where we are required by law or have good faith to believe that access, preservation or disclosure of such information is reasonably necessary to protect the rights, property or safety of InnoMould, its users or the public.

## Security Measures

We aim to implement appropriate technical and organisational measures to protect your personal data against accidental or unlawful destruction, accidental loss or alteration, unauthorised disclosure or access and any other unlawful forms of processing. We aim to ensure that the level of security and the measures adopted to protect your personal data are appropriate for the risks presented by the nature and use of your personal data.

We restrict access to your personal data to our employees and suppliers who need to use the information in order to process it on our behalf, and who are contractually required to keep your personal data secure and confidential.



## Updating your information

Where we process your personal data, we aim to ensure that it is accurate and up-to-date. We will seek to erase or rectify personal data that is inaccurate or incomplete. If you need to update or correct your personal identifiable information, please contact [mario@innomould.be](mailto:mario@innomould.be) with your request and we will provide you with the mechanism for updating and correcting your personal identifiable information

## Retention

We will only retain your personal data for as long as it is necessary to fulfil the purposes outlined in this policy or the purposes of which you have otherwise been informed. We will retain your data for as long as permitted under applicable legal grounds, after which it will be deleted. If our legal grounds rely on your consent, you may revoke your consent at any time. Where you have exercised your right to withdraw your consent we may be required to keep your personal identifiable information for defined period in order for us to meet our legal obligations and defend ourselves in legal disputes under certain circumstances.

## Links to third party sites

Services may include links to other websites whose privacy practices differ from ours. These external sites may place their own cookies on your computer, collect data or solicit personal information. If you submit Personal Information to any of those sites, your Information is governed by their privacy policies. InnoMould does not exercise any control, or assume any responsibility for these sites, and we encourage you to carefully read the privacy policy of any website you visit.

## Your Rights as an individual under this Policy

Since we process your Personal Data you can exercise certain rights during specific circumstances.

In relation to your Personal data you may request to:

- Access your Personal Data (data subject access request)
- Rectify your Personal Data
- Erase your Personal Data
- Restrict the processing of your Personal Data
- Object to the processing of your Personal Data
- Withdraw your consent

## Changes to this Notice

InnoMould reserves the right to amend this policy from time to time. We expect most such changes to be minor, but there may be changes that are more significant. The date of the last modification is stated at the end of this document. Specific details concerning the adjusted data will be formulated.



## Contact

If you have any additional questions or wish to exercise your rights, please feel free to contact us any time at [mario@innomould.be](mailto:mario@innomould.be)

## Version

This policy was published on 12<sup>th</sup> June 2018