

Privacy policy

Zidis BVBA attaches great value to **protecting your personal data** and respecting your privacy. This Privacy policy aims at giving you clear and transparent information about how we make use of your personal data.

We do our best to **ensure your privacy** and are therefore very careful with your personal data. Zidis BVBA complies in all cases with all applicable laws and regulations, among which the General Data Protection Regulation (GDPR).

This implies in any case that we:

- process your personal data in accordance with **the purpose** for which it was originally supplied. These purposes and the different categories of personal data are described in this Privacy policy.
- limit the processing of personal data only to the **minimum required** to reach the purposes for which it was originally supplied;
- ask for **your explicit consent** if we need it to process your personal data;
- implement **appropriate technical and organisational measures** to ensure the protection of your personal data;
- **do not pass on any personal data** to third parties, unless when it is required to reach the purposes for which it was originally supplied;
- are aware of **your rights** related to personal data, we wish to draw your attention on them and we want to respect them.

As Zidis BVBA, we are responsible for the processing of your personal data. If there are some questions you want to ask after reading this Privacy policy or even in a broader sense, do not hesitate to get in touch with us via the contact details below:

- **Zidis bvba, Genuastraat 7, 2000 Antwerp**
- **info@zidis.be – Phone: 03/ 225 25 17**

Why do we process personal data?

We process your personal data for the **following purposes and legal grounds:**

- to make use of our services and products (execution of the agreement);
- to inform active customers about similar products via direct marketing (legitimate interest);
- to send newsletters, thematic mailings and invitations (consent of the person involved).

For the purposes described above we can **ask and process the following personal data:**

- personal identity information: name, surname, address, phone number, e-mail
- personal characteristics: gender, date of birth, place of birth and nationality

We only make use of the collected data for the purposes for which it was originally supplied.

The direct marketing settings and the registration to our newsletter can be edited

via info@zidis.be, by phone or using the link in the newsletter.

We also make use of **cookies** on our website(s). You will find more information about these in our **cookie policy**.

Disclosure to third parties

The data you supply us with can be passed on to third parties **when required** to reach the purposes described above.

In that way, we work with third parties to:

- supply us with an internet environment (webhosting);
- supply us with an IT-infrastructure (including the IT-network, SAAS software teamleader,...);
- supply us with (and distribute) newsletters and invitations.

We make the **necessary agreements** with these parties to ensure the protection of your personal data. We never pass on personal data to another party without a prior **processor agreement**.

Also we do not pass on the personal data you supply us with to another party, **unless** this is legally mandatory and allowed. An example thereof is if the police requests personal information from us as part of an investigation. In such case, we have to lend every cooperation required and thus to hand over these data.

We do not pass on any personal data to third parties located outside the EU.

We only process personal data of **minors** (people aged less than 16 years old) with the written consent of their parent or legal representative.

Retention period

Zidis BVBA does not store personal data **longer than required** on the basis of the law to reach the purposes for which it was originally supplied. As a general rule, we store personal data up to 5 years after their last use.

Data protection

We implement appropriate technical and organisational measures to ensure the protection of your personal data against unlawful processing, among others:

- all people entitled to access your data on behalf of Zidis BVBA are bound to **secrecy**;
- we make use of a **login and password policy** in all our systems;
- we **pseudonymize** and ensure the **encryption** of personal data if there is any reason to do so;
- we make **back-ups** of the personal data to be able to restore them in case of physical or technical incidents;
- we **test and assess** our measures on a regular basis;
- our staff is **informed** on the importance of personal data protection.

Your rights related to your data

You have the right to ask to **see** and request **corrections** or even in some cases **deletion** of the personal data you supplied us with.

Our **contact details** are included above in this privacy policy. To check your identity, please send us a copy of your identity card with your request. We do strongly recommend to make your photograph invisible and to mention that the document is a copy.

You can also **object** to the processing of your personal data (or a part of it) by us or by our staff. You also have the right to ask us to transfer the data you have supplied us with to you (or to a third party when directly instructed by you). We can ask you to legitimize your demand before responding.

Complaints

Should you have a complaint about the processing of your personal data, then please **get in touch with us directly**. You are also always entitled to file a complaint with the [Data Protection Authority](#).

Alterations to this Privacy policy

Zidis BVBA might have to adapt this Privacy policy in the future. These changes will be announced on our website. The latest change has been published on May 22, 2018.