

PRIVACY AND COOKIE POLICY INTERSIG NV (OCTOBER 2018)

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I. INTRODUCTION

1. This Privacy and Cookie Policy (hereinafter also referred to as "**Policy**") explains how INTERSIG (being INTERSIG N.V. and its subsidiaries, hereinafter also referred to as "**We**") collects, uses and stores Personal Data of
 - (i) the users of www.intersig.be (hereinafter also "**Website**"); and
 - (ii) its customers, Applicants, Suppliers, and/or those who use online INTERSIG services, including contacting INTERSIG in person, by e-mail, telephone or by any other means of communication (hereinafter also "**You**"). For employees of INTERSIG, a separate internal privacy policy is additionally available and valid.

Personal Data (hereinafter also "**Data**") refer to any form of information that relates to You as a natural person – even if your identification occurs only on an indirect basis.

2. INTERSIG attaches great importance to the protection of Data and respects your personal privacy. INTERSIG therefore treats and protects Your Data in a lawful, proper and transparent manner.

When processing your Data, INTERSIG adheres to the relevant legislation, currently the Belgian law of 8 December 1992 and European Data Protection Regulation No. 2016/679 of 27 April 2016 (better known as '**GDPR**'), or any other legislative act amending it. More information on data protection can be obtained from the Belgian Commission for the Protection of Privacy, called the [Data Protection Authority](#) since 25 May 2018.

3. We invite You to carefully read this Policy so that You would know and understand INTERSIG's policy on this matter.
4. Visiting and using the Website, including its tools, documents and forms, as well as sending an e-mail, or making personal contact implies your explicit approval (through communication of your Personal Data or through opt-in) of this Policy. This means that You consent to the way Your Personal Data are collected, used and processed by INTERSIG.
5. This Policy may be updated from time to time. The most recent version of the Policy is available on the Website.

II. WHO IS THE DATA CONTROLLER ?

1. INTERSIG is the data controller, i.e. the party **responsible for processing your Data**.
Its coordinates are as follows:
INTERSIG nv,
Geerstraat 125, 9200 Dendermonde, Belgium;
company registration number BE0424 462 694;
e-mail: gdpr@intersig.be;
and phone number:+32 (0)52/20.30.50
2. INTERSIG is therefore your liaison and the party accountable to the competent authorities in all matters regarding the processing of your Data.
3. INTERSIG may use specialised service providers to process your Data on its behalf and according to its instructions and the provisions of this Policy. Only Data that are strictly necessary will be transferred to these companies (hereinafter also referred to as the "**Processors**" or "**INTERSIG's Processors**").

III. WHAT CATEGORIES OF PERSONAL DATA ARE PROCESSED BY INTERSIG NV?

1. INTERSIG may process Data provided by You or by third parties to the extent that this is necessary or useful for its business operations.

So as to provide you with the best possible information, this Policy first gives an overview of the categories of Data that may be processed (this overview is non-exhaustive and other Personal Data may therefore be processed if these appear to be useful or necessary). We also indicate the context in which INTERSIG obtains or processes these Data. This table is to be read in conjunction with the description of the purposes for which INTERSIG processes the Data.

Category	Examples	Context
1/ Visitors of the Website	IP address	Online Services and providing and improving the Website or other online INTERSIG services.
2/ Customers	First and last name, e-mail address, nationality, fixed or mobile phone number, address and any other information provided by you...	These are the usual customer data.
3/ Suppliers	First and last name, e-mail address, nationality, fixed or mobile phone number, address and any other	These are the usual supplier data.

	information provided by you...	
4/ Applicants	First and last name, e-mail address, nationality, fixed or mobile phone number, address, professional career, studies, etc.	The applicant's Data are collected and kept up-to-date through the receipt of his/her CV and/or the completed application form as available on our Website; in addition to the subsequent communication.
5/ Social media users	Your social media profiles, the messages that You send to us through social media...	When You give a social media post a like, or send us a message or direct other activities to us through social media.
6/ Cookies – Users of the Website	Data about the User's clicking and viewing behaviour on the Website or on other online INTERSIG services, his/her devices, IP address, type of internet browser, location data, preferences, etc.	Certain information is collected by means of cookies. You can read more about this in Article IX.

2. In principle, INTERSIG does not process any Data that reveal your racial or ethnic origin, your political opinions, religious or philosophical beliefs or your potential trade union membership, nor Data related to your health or sexual orientation, nor genetic or biometric Data. Only in the context of a job application procedure, certain of these categories of Data may be requested from You. Consequently, these categories of Data will be provided by You explicitly and voluntarily.

IV. FOR WHAT PURPOSES DOES INTERSIG NV PROCESS YOUR PERSONAL DATA?

1. INTERSIG collects and processes your Personal Data solely for the purposes described below. INTERSIG also ensures that only Data that are necessary and relevant for these purposes are processed.

INTERSIG will thus use the Personal Data that it collects solely for the following purposes:

- ✓ **Category 1:** amongst other things, your IP address, for the purpose of providing and improving the Website and in view of including Personal Data in anonymous statistics, from which the identity of specific individuals or companies cannot be traced. The legal basis for this are the legitimate interests of INTERSIG to continuously improve its Website and services.
- ✓ **Category 2:** Customer data for the purpose of performing the agreement or maintaining the relationship with the customer.
- ✓ **Category 3:** Supplier data for the purpose of executing the contract or maintaining the relationship with the supplier.
- ✓ **Category 4:** The Applicant's Data for the purpose of assessing an application.
- ✓ **Category 5:** Information originating from social media activities, so as to follow up on requests made by You through these channels or to provide support in an accessible manner.
- ✓ **Category 6:** Information obtained by placing cookies, see Article IX for more information.

V. WITH WHOM DOES INTERSIG NV SHARE YOUR PERSONAL DATA?

1. INTERSIG handles your Data with the utmost care and will not disclose your Personal Data to third parties, unless this is necessary for the performance of INTERSIG's assignment, or to optimise INTERSIG's services.
2. For the above-mentioned purposes, INTERSIG may disclose your Personal Data to the following recipients:
 - Third parties that assist INTERSIG in the performance, management and monitoring of its activities and services, such as e.g. by offering online support through social media channels, improving INTERSIG's IT security and infrastructure...;
 - Third parties that assist INTERSIG in providing specific services and products.
 - Third parties may be commissioned to collect, process and/or analyse Personal Data.
 - Furthermore, it may be necessary to provide Personal Data to a third party so as to enable INTERSIG to deliver a product or service ordered by You.

These third parties may only use your Data for the above-mentioned purposes. Any other use is not included and prohibited. These third parties are also under the obligation to only use your Personal Data in accordance with the provisions of this Policy.

3. INTERSIG will never provide your Personal Data to other third parties, unless your prior consent has been obtained and INTERSIG has entered into an agreement with the third party in question that contains the necessary warranties regarding the protection of your Personal Data.
4. It is however also possible that, if INTERSIG is under an obligation to do so under the law or in the context of judicial or prospective legal proceedings and/or in order to safeguard and defend its rights, INTERSIG may disclose your Data to the competent authorities.
5. Also in the event of a full or partial reorganisation or transfer of INTERSIG's business activities, where INTERSIG reorganises, transfers or ceases its business activities; or in the event INTERSIG goes bankrupt, your Data may be transferred to new entities or third parties.
6. In the context of these exceptional situations, INTERSIG will endeavour to give You prior notice of the transfer of Your Data. You should be aware that INTERSIG cannot reasonably guarantee this at all times due to technical, legal or commercial reasons.

VI. HOW LONG WILL YOUR PERSONAL DATA BE RETAINED?

Personal Data will be retained and processed by INTERSIG for a period as may be required or justified by law or any other legal obligation. If this period would be shorter than the period necessary for the above-described purposes, INTERSIG will adhere to the following terms:

- ✓ **Category 1:** amongst other things, your IP address, for the duration of your visit to the Website. Thereafter, your Data will be included in anonymous statistics, from which the identity of specific individuals or companies cannot be traced.
- ✓ **Category 2:** Customer data are retained for the duration of the customer relationship with INTERSIG, and for the following 10 years.
- ✓ **Category 3:** Customer data are retained for the duration of the customer relationship with INTERSIG, and for the following 10 years.
- ✓ **Category 4:** Personal data of Applicants will be retained during the recruitment and selection procedure. Also after the recruitment and selection procedure, the Data will be retained by INTERSIG for a period of 10 years. The relevant local legislation (regarding the retention of these data) is always consulted and complied with.
- ✓ **Category 5:** Information originating from social media activities will be retained for the duration of your customer or other type of relationship with INTERSIG; and for the following 10 years.
- ✓ **Category 6:** Information obtained through the placement of Cookies, see Article IX.

VII. PROTECTION OF YOUR PERSONAL DATA

1. INTERSIG maintains strict standards to protect your Personal Data against unauthorized or unlawful processing, and against accidental loss, destruction or damage.
2. Accordingly, INTERSIG takes reasonable physical, technical and organisational measures to prevent and detect inappropriate access, loss or disclosure of your Personal Data, such as encryption, anti-virus programmes, firewalls, access controls, and the rigorous selection of employees and Processors.
3. In the unlikely and unfortunate event that Personal Data processed by INTERSIG are compromised by an information security breach, INTERSIG will act promptly to identify the cause of such breach and take action consisting of adequate restorative measures. In accordance with applicable law, INTERSIG will, if necessary, notify You, as well as the competent Data Protection Authority, of such incident.
4. In order to process Personal Data, INTERSIG grants access to these Data to its employees. We warrant a similar level of protection by imposing contractual obligations on these employees that are similar to the obligations established in this Privacy Policy.

VIII. WHAT ARE YOUR RIGHTS AS REGARDS TO THE PROCESSING OF YOUR PERSONAL DATA?

1. RIGHT OF ACCESS, RECTIFICATION, ERASURE, PORTABILITY OF DATA AND OBJECTION

1. For the above-mentioned purposes, You have:

- **The right to access** your Personal Data:
This means that You may ask INTERSIG whether and for what purposes your Personal Data are processed, what categories of Data are processed and to whom they are disclosed.
- **The right of rectification, restriction and erasure** of your Personal Data:
If You find that Your Personal Data are inaccurate or incomplete, You may request that they be corrected or completed.
When your contractual relationship with INTERSIG ends, You may also ask to have the processing of Your Data stopped and request the erasure of the Data collected by INTERSIG concerning You.
INTERSIG may, however, retain the Data that it requires in evidence of transactions and/or to enable INTERSIG to comply with other legal obligations.
You may also request that the processing of Your Data be restricted.
- **A right of portability** of your Data:
Under this right, You may request to obtain the Personal Data relating to You that are processed by INTERSIG in a structured, commonly used form; and/or to the extent reasonably technically feasible for Us, request INTERSIG to transfer your Data directly to another data controller.

- **A right to object to the processing of your Data and to withdraw your consent:**
You also have the right to object to the processing of your Personal Data if you have serious and legitimate reasons to do so.
If the processing is based on your prior consent, You also have the right to withdraw this consent. For instance, by clicking on the 'Unsubscribe link' at the bottom of a newsletter.

2. EXERCISING YOUR RIGHTS

1. You can exercise your rights by sending a written request to this purpose, dated, signed and including a copy of the front of your identity document:
 - by post to Intersig NV – Geerstraat 125 – 9200 Dendermonde – Belgium
 - by e-mail to: gdpr@intersig.be.

2. You can also file a complaint to the Data Protection Authority

by post: Drukpersstraat 15, 1000 Brussels,
or by e-mail: contact@apd-gba.be,
or by phone: +32 2 274 48 00.

IX. COOKIES

1. What are cookies?

A "cookie" is a small file sent by the INTERSIG server and placed on the hard disk of your computer. The information stored on these cookies can only be read by INTERSIG.

2. Why does INTERSIG use cookies?

The Website uses cookies and similar technologies to distinguish your usage preferences from those of other users of the Website. This helps us to provide You with a better user experience when You visit our Website and also allows us to optimise our Website.

Following recent legislative changes, all websites targeting certain parts of the European Union are under the obligation to seek your consent for using or storing cookies and similar technologies on your computers or mobile devices. This Cookie Policy gives you clear and comprehensive information about the cookies that INTERSIG uses, including their purpose.

3. Types of cookies:

Although there are different types of cookies – distinguished by functionality, origin or retention period – the relevant legislation mainly distinguishes between functional or technically necessary cookies on the one hand, and all other cookies on the other.

The Website only uses the following cookies:

Functional cookies

Name	Function
Authentication cookies 'Remember me'	Identify the user when logged in.
User input cookies 'Lifestyle Identifier'	Remember the actions of the user on a Website.
User interface customisation cookies	Are used to remember user preferences.

Non-functional cookies

Name	Function
Tracking cookies	Are used to record the browsing behaviour of visitors.

4. For cookies placed by third parties (e.g. Google Analytics), please refer to the corresponding Policies included by these parties on their Websites.

5. Your consent:

By using our Website and therefore during your first visit to our Website, you accept the different types of cookies that we use.

You can reject or block these cookies by changing the configuration parameters of your navigation system. Disabling cookies may prevent You from using certain functionalities of the Website.

X. APPLICABLE LAW AND COMPETENT COURT

1. This Privacy and Cookie Policy is governed by Belgian law. Any disputes that might arise from or otherwise relate to the Website are to be submitted to the competent courts of the registered office of INTERSIG NV.

XI. WHERE CAN THE USER TURN TO FOR QUESTIONS AND REQUESTS?

If You have any questions or requests about INTERSIG's Privacy and Cookie Policy, please contact:

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