

# Privacy Notice

Privacy notice of Harry's with registered office in **Hoboken** and registered in the Crossroads Bank of Enterprises with company number **BE 0478.237.813**

## Article 1 - Privacy Statement

As a company we strive to process your personal data in a legitimate, correct and transparent way. In this document we inform you which personal data we are processing and for which purposes.

## Article 2 - Identification of the controller

In our company the personal data are only accessible for the persons who have the responsibility in their employment package and whose access is explicitly necessary to carry out their work.

For further questions regarding identification you can always contact us via: [harrysadmin@telenet.be](mailto:harrysadmin@telenet.be) or +32 (0)3825 54 32

## Article 3 - Identification of personal

data Several personal data are collected directly. This includes among other things general data such as your first name, first name, company function, contact information such as a telephone number, fax number, e-mail address and data for billing purposes such as number bank account. If necessary, these data are submitted by filling in documents, communicating them electronically or by telephone or by handing over business cards. It is assumed that the explicit permission is given for the storage of the personal data provided. Other personal data is collected indirectly. It may involve public data that are subject to a publication requirement or data made public by the data subject. These publicly available data can be stored. Permission for this is assumed, as these data are publicly accessible.

No special category of personal data is maintained without further authorization. Cookies we use: we only use technical and functional cookies. And analytical cookies that do not affect your privacy. A cookie is a small text file stored on your computer, tablet or smartphone during your first visit to this site. The cookies we use are necessary for the technical operation of the site and your ease of use. They make sure the site works properly and remember, for example, your preferences. We can also optimize our website with this. You can disable cookies by setting your Internet browser so that it no longer stores cookies. In addition, you can also delete all previously saved information through your browser settings.

## Article 4 - Responsibility for processing

To provide certain services in a qualitative way, our firm needs several personal data as defined under Article 3 of this document. Your data is used for the following purposes, depending on the situation:

- To be able to execute the contract correctly and to be able to guarantee the services described in the contract;
- To comply with legal requirements;
- As part of risk management and quality control;
- As part of customer relationship management;
- For the defense of our legitimate interest in undertaking;
- As part of direct marketing to send information as a newsletter or advertising brochures. You can withdraw this agreement at all.

Your personal data are not used in the context of automated decision making without human intervention.

## Article 5 - Transfer of personal data

The company undertakes not to transfer your data to third parties without explicit authorization. In addition to the need to know by internal employees explicitly authorized to do so, the following third parties may also be aware of the required personal data:

- social secretary
- Accounting firm
- Tax advice

- ICT service providers

#### **Article 6 - Storage of personal data**

Your **personal** data are stored as long as necessary to achieve the objectives as described in Article 4.

Personal data is additionally stored for a mandatory minimum legal term of 10 after the last collaboration.

#### **Article 7 - Rights of the data subject**

As data subject the following rights regarding personal data are guaranteed. Any request for the exercise of an individual right will be given free of charge within a reasonable time.

- Right of inspection - by exercising this right you can get a copy of the personal data from you that we
- Right to rectification - by exercising this right you can rectify or complete your data A rectification will follow on request.
- Right to erasure - by exercising this right you can request deletion of your data if incorrect actions occur in the
- Right to restriction of treatment - by exercising this right you can request that treatment be limited, if incorrect actions occur or if there is a demand for improvement. This means that your personal data can only be processed with your personal data storage is not affected by this, nor any processing in the context of legal proceedings, for the protection of natural or legal persons or for important reasons of general interest.
- Transferability right - by exercising this right you can request to transfer the data provided by you to third parties in a format Such a right may be limited by performing an exercise of proportionality.
- Right to refuse automatic data processing - by exercising this right you can indicate that you do not want your personal data to be part of automated personal data processing and non-intervention processes
- Right to withdrawal of consent - by exercising this right you can withdraw a previously given permission. This stops any further processing.

If you wish to exercise one or more of the above rights, please contact via the data specified in Article 2.

In addition, complaints may be lodged with the supervisory authority if you believe that your rights are not respected.