



DPOOffice

Online privacy policy

Versie 0.1 dd. 25/05/2018

DJEEPEEBEE
BVBA -
DPOFFICE

ONLINE PRIVACY POLICY

WHY THIS ONLINE PRIVACY POLICY?

DPOffice knows that privacy is important to you as a customer and we'd like to inform you on how we protect your privacy and process your personal data.

This policy is designed to help you obtain information about our privacy practices.



- Who is responsible for processing your personal data?
- When do we collect personal data, which data do we collect, why and how long do we retain them?
- What are your rights and what privacy choices are available to you?
- Who has access to your personal data and are your personal data being international transferred?
- What are cookies? Does DjeePeebee use cookies?
- How do we protect your personal data?
- How can you contact us?
- Definitions
- Updates of the privacy policy

WHO IS RESPONSABLE FOR THE PROCESSING OF YOUR PERSONAL DATA?

The controller of your personal data is DjeePeeBee BVBA, 3294 Molenstede, Wevinnestraat 22. If you have a question regarding this privacy policy and how we use that data, you can contact us:

- by mail: [contact](#)

WHEN DO WE COLLECT PERSONAL DATA, WHAT PERSONAL DATA DO WE COLLECT, WHY AND HOW LONG DO WE RETAIN THEM?

Below you will find a list of manners in which we collect personal data, which personal data, why we collect them and how long we keep them.

Source?	Categorie of personal data:	Why?	Retaining period?
Your request to contact you by filling in and sending the contact form.	Identity and contact data	Necessary to contact you (necessary in order to take steps at the request of the data subject prior to entering a contract)	After 1 month, unless we enter into a contract.

WHAT ARE YOUR RIGHTS?

You have the right not to provide us with your personal data. If you are just visiting our website for instance. If you want us to reply at your request, we have to make use of the personal you provide us.

As a data subject you have certain rights.

These are not absolute rights. They can only be exercised to the extent that they don't override the rights and freedoms of other data subjects and the legal obligations of the controller. (we in this case)

Right	Description
Right of information	This privacy policy is designed to inform you about our privacy practices
Right of access	You can send us a request by e-mail by filling in the contact form on our website and we will provide you the information we might have on you :

Right	Description
	<ul style="list-style-type: none"> • the categories of data we're processing • the purposes of data processing • the categories of third parties to whom the data may be disclosed • how long the data will be stored (or the criteria used to determine that period) • your other rights regarding our use of your data <p>We will provide you with the information within one month of your request or you will be invited into our office, unless doing so would adversely affect the rights and freedoms of other (e.g. another person's confidentiality or intellectual property rights). We'll tell you if we can't meet your request for that reason.</p>
Right of rectification	You have the right to obtain from us without undue delay the rectification of inaccurate personal data concerning you.
Right to erasure	<p>You can do this by asking us to erase any personal data we hold about you. Just send us an e-mail by filling in the contact form .</p> <p>However the 'right to erasure' is not an absolute right. It can affect the rights and freedoms of others or conflict with a legal obligation of our organisation.</p> <p>E.g.</p> <ul style="list-style-type: none"> - we shall not erase your personal data if we have a legal obligation to retain the data and the legally defined retention period is not over yet. - we shall not erase your personal data unless the retention period we set up has ended <p>If you withdraw your consent for the processing of personal data we received consent for previously we will that processing activity. Just send us an e-mail by filling in the contact form.</p> <p>On the other hand we have a legitimate interest not to erasure personal data for the establishment, exercise or defence of legal claims.</p>
Right of restriction of processing	In certain cases (e.g. contestation of the accuracy of the personal data) your personal data will no longer be processed until the restriction is lifted.
Right of portability	Were the processing of personal data is carried out by automated means, you have the right to receive the personal

Right	Description
	data which you have provide, in a structured, commonly used and machine-readable format.
Right to lodge a complaint	If you consider that our processing of your personal data infringes the GDPR, you have the right to lodge a complaint with the Belgium Authority: Gegevensbeschermingsautoriteit (GBA), Drukpersstraat 35, 1000 Brussel.

WHO HAS ACCESS TO YOUR PERSONAL DATA AND DO WE TRANSFER YOUR PERSONAL DATA TO?

Internal

Only employees authorised by DjeePeeBee Bvba have access to your personal data in order to execute their task and for the good of the service.

External

Certain processing activities are carried out by a processor on our behalf and under our instructions. Processing by a processor is governed by a processing agreement so your privacy is guaranteed.

Outside these situations we will not dispose your personal data to third parties without your consent. Only if we are legally obliged or when agreed upon in a contract we will provide your personal data to third parties. In no case your personal data is sold, rented or made available by any other means to third parties without your consent.

WHAT ARE COOKIES? DOES DJEEPPEEBEE USE COOKIES?

Cookies are small files which are stored on a user's computer when visiting a website. DjeePeeBee Bvba does not use cookies that process personal data.

Type of cookie	Name of cookie	Purpose?	Which personal data are processed?
Functional cookie	Adobe Typekit	Makes sure we use the right fonts	none

WHO DO WE PROTECT YOUR PERSONAL DATA?

Because privacy is very important to DjeePeeBee Bvba we have implemented appropriate technical and organisational measures to ensure the protection of your personal data against data breaches.

HOW CAN YOU CONTACT US?

If you have any question regarding personal data we collect from you and how we use that data, you can contact us by filling in the [contact form](#).

DEFINITIONS

- **GDPR:** General Data Protection Regulation (EU) 2016/679)
- **Personal data:** means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.
- **Processing of personal data:** means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction;
- **Cookies:** Cookies are small files which are stored on a user's computer when visiting a website. Cookies may collect personal data e.g. your IP-adress.
- **Controller:** DjeePeeBee bvba
- **Data breach:** means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed;
- **Processor:** means a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller;
- **Processor agreement:** a binding written agreement, which states that the processor: shall only act on the controller's instructions; and that it provides sufficient guarantees to protect the personal data that it processes;
- **Retention period:** the duration of time for which the information should be maintained or "retained. We will not keep your personal data longer than necessary for the purpose for which it was collected.

UPDATES OF THE PRIVACY POLICY

This privacy policy may and will be updated when required. It is important that you always consult the latest version by clicking on the link on the bottom of the webpage.