

## Privacy regulation

In this Privacy regulation **involve\*u** uses a number of definitions (these definitions can be used in singular or plural form):

*Cookie*: a file that is placed in your browser via an internet site, which registers information about your visit to the internet site of **involve\*u**;

*Regulation*: this privacy regulation;

*Privacy legislation*: General Data Protection Regulation.

### 1. Explanatory notes to the regulation

**involve\*u** may not process information submitted by you without restrictions. The privacy legislation is meant to protect the privacy of individuals. Because of this legislation, the legal use of personal information by others is limited.

Under this law, **involve\*u** has a duty to its clients and business relations:

- to inform them of the manner in which, and the purpose with which data is processed by **involve\*u**;
- to notify them who can access the data;
- to ask permission to process certain data.

Your privacy is important to **involve\*u**. For this reason, **involve\*u** describes in this regulation how it handles your data, what the purpose is of its use and for which data **involve\*u** must explicitly request your consent before processing.

### 2. The personal data that **involve\*u** uses and the purpose of its use

**involve\*u** (possibly) processes your personal data if you:

- are or become a customer of **involve\*u**;
- are a business relation of **involve\*u**;
- sign up for newsletters;
- visit the website;
- contact **involve\*u** (via the contact form).

**involve\*u** collects (may collect) your name, address, telephone number, email address and IBAN information if you are a business relationship.

This data enables **involve\*u** to:

- financially and administratively finalize the agreement that clients have with **involve\*u**;
- be able to provide the service(s);
- be able to reach customers or interested parties when necessary;
- further develop/optimize the service(s);
- offer tailor-made information (direct marketing).

## Cookies

**involve\*u** and third parties place cookies in the browsers of clients and other visitors to the website. This data enables **involve\*u** to:

- register which internet sites/internet pages are visited;
- improve the functionality and content of the website;
- keep track of the subjects or applications website visitors are interested in;
- make sure duplicate information is not received repeatedly;
- improve the product range.

## Explanation regarding the placing of cookies

When the website is visited, cookies will be automatically placed with which **involve\*u** can keep track of certain information. For more information, see the cookie policy on the website.

### 3. Provision of personal data to third parties

**involve\*u** does not provide personal data to persons or companies outside **involve\*u**, unless:

- it is required by law;
- it is required in order to execute an agreement that **involve\*u** has with you;
- you have given your consent, e.g. consent to placing cookies (see cookie policy).

### 4. Obligations/protected access/confidentiality/storage period

**involve\*u** processes your personal data exclusively in accordance with the law. This includes (inter alia) that the data is processed only for the purpose for which they are received and in a proper/careful manner according to the law and this regulation.

Your personal data can only be accessed by persons working for **involve\*u**, unless otherwise specified in this regulation. Personal data is secured by **involve\*u** against unauthorized access. The security consists of:

- having a personal password for each person working for **involve\*u** to log into the digital system;
- an obligation of confidentiality of persons working for **involve\*u** with regard to all personal data submitted to **involve\*u**;
- technical measures, taken by **involve\*u** in accordance with the law, in order to protect the system used against infringement from outside.

Your personal data will not be kept longer than is necessary for a complete and correct administration and/or other established objectives. **involve\*u** applies a period of seven years after the last service provided, after which the information is destroyed / **involve\*u** keeps your personal data for as long as necessary for proper management, taking into account a reasonable period of time. The law may provide for another storage period. If so, **involve\*u** will comply with the legal requirements.

## 5. Your rights as data subject

- **The right to information.** You have the right to know if and which personal data is being processed and for what purpose.
- **Inspection right.** You have the right to inspect data or receive copies of data insofar the privacy of another person is not affected.
- **The right of correction and removal.** You have the right to correct, adjust or remove data. The right of (partial) removal of your data can only be accommodated if the retention of data is not of significant importance to another person, and if the data cannot be retained based on a legal regulation.
- **The right of opposition.** In certain cases, you have the right to oppose the processing of your data.
- **The right to data portability.** You have the right to receive the personal data held about you, and to transfer the data to another organization.
- **The right to a human view of automated decisions.** In the case of an automated decision, you have the right to have the decision made by a person.

If you would like to make use of these rights, please send a request by e-mail to [info@involve-u.com](mailto:info@involve-u.com). If your request is rejected, it will be substantiated. One reason may be that your file contains information that is or may be important to others. You will be notified by **involve\*u** within one month of receipt of your request.

If you have a complaint about the way in which your personal data is processed, you can contact **involve\*u**. Together with you, **involve\*u** will try to find an adequate solution.

If you have an additional comment, question or suggestion, or if you would like to object to direct marketing / receiving a newsletter by **involve\*u**, then please also contact **involve\*u**. **involve\*u** will handle the personal data, provided in this context, confidentially.

The current contact details can be found on the website of **involve\*u**.

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