**PRIVACY STATEMENT STOOPEN & MEEÛS nv**

Stoopen & Meeûs NV, with registered offices at 2660 Hoboken, Van Praetstraat 22, registered in the Crossroads Bank of Enterprises under the number 0450.824.623 (hereinafter: “Stoopen & Meeûs”), takes the protection of your data seriously and takes appropriate measures to protect the privacy of its customers and contacts.

Stoopen & Meeûs commits itself to process your personal data in accordance with the applicable regulations on the processing of personal data. With the entry into force of the General Data Protection Regulation (hereinafter: “GDPR”), the personal data of natural persons enjoy special protection. By personal data we mean data that make it possible to identify a natural person directly or indirectly within the meaning of the GDPR (hereinafter: “Personal Data”).

In this privacy statement (hereinafter: “Privacy Statement”) we inform you about how Stoopen & Meeûs collects, uses, stores, communicates and discloses Personal Data and what your rights are.

Please note that we keep the right to modify this Privacy Statement. We refer to our website [www.stoopen-meeus.com](http://www.stoopen-meeus.com) for the most recent version of this Privacy Statement.

# Scope of application

This Privacy Statement shall apply to all visits to and use of the website (<http://www.stoopen-meeus.com/>, hereinafter: “Website”) as well as on all (commercial) relationships (and the possible subsequent exchange of information) between Stoopen & Meeûs and its (potential) customers, suppliers and/or business partners.

# Who is the controller of the processing of your Personal Data?

Stoopen & Meeûs NV, having its registered office at 2600 Hoboken, Van Praetstraat 22, registered in the Crossroads Bank of Enterprises under the number 0450.824.623 is the controller of the processing of your Personal Data. The controller is the one who determines the objective and the means (the 'what', the 'how' and the 'why') of the processing of Personal Data.

Stoopen & Meeûs can be contacted by mail, by phone +32 (0)3 825 00 55, by e-mail contact@stoopen-meeus.com or by a contact form on the website http://www.stoopen-meeus.com/.

Specifically, with regard to the Privacy Statement, instead of the above contact details, the following person can also be contacted:

Marleen Demeyer: by phone +32 (0)3 825 00 55, by e-mail [marleen.demeyer@stoopen-meeus.com](mailto:marleen.demeyer@stoopen-meeus.com)

**How are personal data collected?**

Stoopen & Meeûs collects your Personal Data with, respectively in the framework of:

* The placing of an order or the request for a quotation
* A visit to our website or the completion of the contact form on the Website
* The setting up of a professional account on the Website for the Stoopen & Meeûs Platform
* The registration for the newsletter
* The exchange of business cards
* Any other form of correspondence or taking contact (i.e. by phone, e-mail, mail, LinkedIn)
* A collaboration with a commercial partner (agents, distributors,…)
* The use and/or interaction with the Showpad Platform of Stoopen & Meeûs (please refer to the specific privacy statement related to the platform itself <http://www.stoopen-meeus.com/showpad-privacy-cookie-policies/>)

# What Personal Data do we collect?

Personal data means all data which makes it possible to identify someone. This includes, but not exclusively, information such as name, address, user name, company name, e-mail address and telephone number, but also other information such as IP address, information about the business sector, etc.

The kind of data we collect depends on the context of your interactions with us, the method of contact and the information provided by you.

Stoopen & Meeûs will at all times limit the number of Personal Data processed to what is necessary to provide a high-quality service.

The following Personal Data, amongst others, can be processed by Stoopen & Meeûs:

• Personal and professional identification data

* Name and first name
* Gender
* Domicile and residence
* Private and professional e-mail addresses
* Mobile and telephone number
* Fax number
* Company name and address
* Company function and capacity
* Language
* License plate

• Financial data

* Bank account number

• Data received via a job application

* Academic curriculum
* Professional experience
* Publications and/or portfolio, personal characteristics, behavioural data
* Membership of/participation in professional organisations
* Professional competence

• User data related to a professional account on the Website or the Showpad Platform of Stoopen & Meeûs (please refer to the specific privacy statement related to the platform itself <http://www.stoopen-meeus.com/showpad-privacy-cookie-policies/>)

* Profile information
* Preferences

• Electronic identification data such as:

* IP-address, browser, operating system and other information related to the device used to access the Website or related to the external link that referred to the Website
* Domain name
* Location
* Time of connection and of visit to links or content on our Website

# Why do we collect Personal Data?

The above Personal Data will be processed by us amongst others for following purposes:

* Management of lists of potential customers, suppliers or contract partners
* Communication with the person concerned
* The processing of orders and deliveries, the preparation of quotations, delivery notes and order forms, the after-sales service
* General administration, accounting and invoicing, comply with administrative, financial and fiscal obligations
* Marketing purposes, including direct marketing, f.i. to inform the persons concerned regarding promotions, actions or changes related to the products or services offered in which the persons concerned showed being interested by sending mailings, newsletters and/or promotional brochures
* Easy access to the website and improve the quality of our service
* Evaluation, satisfaction surveys
* Setting up a professional account on the Website for the Stoopen & Meeûs Platform
* Organising your use and/or interaction with the Showpad Platform of Stoopen & Meeûs (please refer to the specific privacy statement related to the platform itself <http://www.stoopen-meeus.com/showpad-privacy-cookie-policies/>)
* Dispute management
* Recruitment and selection

In the event that Stoopen & Meeûs uses your Personal Data for direct marketing purposes, you always have the right to object against this processing via a simple request (possibility to “unsubscribe”). Depending on the information you provided us (telephone number, postal address, mobile phone number, e-mail address), we may contact you through the channels concerned (by telephone, post, text message or e-mail) with a view to informing you about our products or about future events, promotions or offers. When sending direct marketing messages, Stoopen & Meeûs may rely on its legitimate interest in informing existing partners about similar products or services for which Stoopen & Meeûs and the partners in question had contact before.

For each purpose, the legal basis for the processing can be one of the following:

• Your freely given consent for the processing

• The performance of a contract

• Compliance with a legal obligation

• A legitimate interest pursued by Stoopen & Meeûs, in which case we seek a balance between that interest and respect for your privacy

When the legal basis for the processing is based on your freely given consent, you always have the right to withdraw this consent at any time. This can be done through a simple request to Stoopen & Meeûs, using the contact information described in this Privacy Statement under “Who is the controller of the processing of your Personal Data?”.

We collect and use your Personal Data only for the abovementioned purposes, unless we receive your unambiguous and freely given consent to use your Personal Data for other purposes or unless the processing is necessary in order to comply with an obligation imposed by applicable laws and regulations.

# Who receives your Personal Data?

Stoopen & Meeûs does not sell, trade or market your Personal Data.

The processed Personal Data are in accordance with this Privacy Statement only given to the following recipients:

* Controller
* Person concerned
* Processors, who are appealed to, for a specific task (e.g. a marketing agency, IT service providers, carriers, etc.) or who act as commercial partners of Stoopen & Meeûs (official distributors, suppliers, etc.).

The above-mentioned Processors act exclusively under instructions from and on behalf of Stoopen & Meeûs. Stoopen & Meeûs guarantees the following with regard to the processing of Personal Data by these Processors:

* In its agreements with these third parties, Stoopen & Meeûs has made clear arrangements regarding the quality of data processing in accordance with the obligations imposed by the relevant privacy legislation;
* The third parties can exclusively use the data for the purposes as determined by Stoopen & Meeûs and in accordance with this Privacy Statement.

Notwithstanding the foregoing, it is possible that Stoopen & Meeûs must make your Personal Data public:

* to the competent authorities (i) when Stoopen & Meeûs is obliged to do so on the basis of the law or in the context of judicial proceedings or (ii) in order to protect and defend the rights of Stoopen & Meeûs;
* If Stoopen & Meeûs transfers all or part of its assets to a third party, in the event of a transfer of a business or business division, merger, demerger or similar transaction, joint venture, reorganisation or any other transfer or transition or corporate restructuring, by special or general title, in which case your Personal Data may be transferred to a third party.

# Transfers to third countries

Any transfer of Personal Data outside the European Economic Area (EEA) to a recipient who has his domicile or registered office in a country which is not covered by an adequacy decision, issued by the European Commission, will be governed by the provisions of a transfer agreement, which (i) will contain standard contractual clauses as set out in the Commission Implementing Decision (EU) 2021/914 of 4 June 2021 on standard contractual clauses for the transfer of personal data to third countries pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council, or (ii) is based on any other mechanism according to privacy legislation or any other legislation concerning the processing of personal data.

In the case of Stoopen & Meeûs, it is possible that a transfer to third countries is done. If you so desire, you can always get more information about the country to which the transfer of your Personal Data takes place and the appropriate measures that have been taken. Please contact us to this regard through the contact data described in this Privacy Statement in the section “Who is the controller of the processing of your personal data?”.

**Retention period**

Your Personal Data will not be kept longer than necessary for the purposes for which they were collected, as described in the section "Why do we collect Personal Data?", unless (i) in case of consent, (ii) if a longer retention period is required or justified in the context of a prescription or expiry period foreseen by law or other obligations in applicable law and regulations.

**Security**

Stoopen & Meeûs believes it is important that your data are handled in a secure manner. Various security technologies and measures are therefore used to protect your data appropriately against unauthorised access, use, loss or disclosure.

# What are your rights as data subject with respect to your Personal Data?

As data subject you have a number of rights which you can enforce against Stoopen & Meeûs. If you want to exercise one of these rights, please contact us using the contact information described in this Privacy Statement under “Who is the controller of the processing of your Personal Data?”. A clear identification of yourself is required (e.g. by adding a copy of your identity card) in order to avoid any unauthorised disclosure of your Personal Data.

The rights you have are the following:

* Right to access your Personal Data: you have the right to access the Personal Data processed by Stoopen & Meeûs and to find out how Stoopen & Meeûs uses them;
* right to amend or rectify your incorrect or incomplete Personal Data; you can ask to correct or to complete incorrect or incomplete data;
* The right to be forgotten: under certain conditions you have the right to have your Personal Data erased, which will be assessed by Stoopen & Meeûs and may be refused;
* The right to restrict the processing of your Personal Data in certain circumstances;
* The right to object to the processing if you do not agree with the way in which Stoopen & Meeûs processes your Personal Data;
* The right to the portability of your Personal Data: under certain conditions, you have the right to obtain Personal Data that you provided to Stoopen & Meeûs in an easily usable format and to transfer it to a third party.

Stoopen & Meeûs commits itself to reply within the period of one month from receipt of the request, which may consist of:

* The actions taken in positive response to the request; or
* The need to extend the response time by two months in complex cases and the reasons for such an extension; or
* In the event of a negative reply, the reason(s) for the refusal, as well as information on the possibilities of submitting a complaint to the supervisory authority or lodging an appeal with the court.

**Children**

We ask that individuals under the age of 13 years do not communicate Personal Data to Stoopen & Meeûs, unless they have the approval of parent(s) or guardian(s). If we notice that we have collected the Personal Data of a person younger than 13 years without such consent, we will delete this data as soon as possible.

# Complaints

If you do not agree with the way Stoopen & Meeûs collects, uses and/or processes your Personal Data, you can of course contact us using the contact information described in this Privacy Statement under “Who is the controller of the processing of your Personal Data?”.

In addition, you have the possibility to file a complaint to the supervisory authority, which you can contact via the details below:

Data Protection Authority (Gegevensbeschermingsautoriteit)

Drukpersstraat 35

1000 BRUSSELS

Tel: +32 (0)2 274 48 00

E-mail: [contact@apd-gba.be](mailto:contact@apd-gba.be)

# Stay informed of changes

Stoopen & Meeûs reserves itself the right to amend this Privacy Statement from time to time, for example in response to market trends and new processing activities. Therefore, we invite you to always consult the latest version of this Privacy Statement which is made available on our Website and of which you can receive a copy on simple request. Of course, we will inform you beforehand through our Website or other current communication channels of any changes of the content and we ask, if required by law, your prior consent for our (new) processing activities.