### PRIVACY POLICY



Your privacy, made simple.



**CONTACT US** 

Dekenijstraat 50, 9080 Lochristi hello@bevas.be www.bevas.be This is BEVAS BVBA's Privacy Policy, in which we explain how we process your data and what your rights are regarding the processing of your personal data.



Please refer to our Cookie Policy to learn more about how how we use our website and its online cookies and how you can manage them.



### General information

The website is managed and operated by BEVAS BVBA, with corporate office in Dekenijstraat 50, 9080 Lochristi and with registered company number 0442.101.650 (hereinafter "BEVAS", "we" of "us"). For all questions and remarks with regard to in our website and in connection with in the processing of your data you can contact us on above-mentioned address or via this mail address: hello@bevas.be

The Privacy Policy is applicable to all pages that are being hosted on the website, and to all services we provide to our customers, suppliers and to you It is not applicable to pages that are being hosted by third parties which BEVAS can refer to on its website. BEVAS cannot be held responsible for the personal data being processed there.

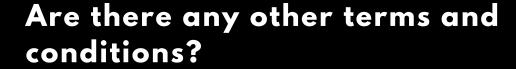


This document explains what we do with your personal data when you use our services and when you visit our website.



### Can the terms be changed?

BEVAS BVBA can change the Privacy or Cookie Policy at any time, for example when our services change or when relevant legislation changes. We will publish the changed version online. The changes will take effect 30 days after we have published the changed documents. In case of significant changes to the ways we process your data, you will be send a notification.



We recommend that you thoroughly read the Cookie Policy that explains which cookies we use and what purpose they serve.



We will notify you in case of signifant changes to the ways we process your data.



You can consult our Cookie Policy on our website.



# Which types of personal data are being processed by BEVAS?

Personal data that you provide us.

First of all, we process the personal data that you have provided us within the context of our services. To place orders for our services, you must provide your details, including a number of personal details such as your e-mail address, name, address, mobile phone number and zip code. After providing our services, we may also request additional information that may help us provide you with more customized services.

BEVAS stores credit card and bank card data in its own database.

In addition, we will collect your personal data when you contact us, for example when you send us an e-mail with questions, assessments or complaints about our services and / or products. Our legal ground for processing these data is the performance of the contract, our legitimate interests and a legal obligation.



When you use our service we will predominantly collect basic identification data.



### Personal data that we collect on the basis of your usage of the website.

To facilitate navigation on the Website and to optimize technical management, the Website may use "cookies". In addition, the servers consulted automatically register certain personal data. This specifically concerns log file data, such as an IP address, opened pages, mouse clicks, the date and time of your request, your browser, the search engine and the keywords used to find the Website and so on. This data allows us to recognize you and can tell us how you use our website, for example which pages or blog articles have been viewed. Our legal ground for processing these data is the performance of the contract and our legitimate interests.



We may receive your personal data from trusted parties such as customers, marketing services or suppliers.



#### Personal data that we receive from third parties.

Furthermore, we also process certain data that we obtain from other companies. This mainly concerns the basic data of your profile on social networking sites (name, e-mail address, date of birth, zip code, gender), which we add to your profile in case it is missing there. It may also include certain data regarding your behavior on social networking sites, such as likes. This only concerns data that you publicly share on social networking sites and to the extent that your personal settings on social networking sites allow this. If you do not want such information to be shared, we recommend that you adjust your settings on the relevant social networking site. This data is in any and all cases processed in accordance with the applicable conditions of the relevant social network site.

We can also supplement the personal data we collect with information from other reliable sources, both from online and offline data providers. BEVAS will only do this to the extent that this information has been lawfully collected by the third party and it can also be lawfully shared with us for the purposes that we intend. If necessary, BEVAS will receive explicit permission for this on the spot. Our legal grounds for processing these data is the performance of the contract, our legitimate interests and consent.



We may receive your personal data from trusted parties such as customers, marketing services or suppliers.



# For what purposes do we process the personal data?

#### To provide you with our Services

We generally use personal data to support our services. This way we can this way we can provide our services and inform you if necessary. This means that we process your data for the organization of commercial and publicity events, for the rental of spaces for holding events, for technical-commercial information, education, training, entertainment and sporting and cultural activities, consultancy in the field of organizing events, security and access control. We can also use your personal data internally to perform data analyzes so that we can improve our services and products.

#### For communication purposes

We use your personal data for communication purposes, among other things. With this we want to keep the users in the know about all kinds of information, ranging from promotions, commercials, blog articles to the services we provide. We also use your data for individual communication, such as responding to requests for information.



We process certain data that are necessary for the correct and proper execution of the contract.



We process certain data to contact you with information about our services.



#### To analyze and better our Website

We use your personal data to understand which services and content are interesting and usable for our users and to analyze, adjust and improve the content of the Website and to personalize your experience on the Website.

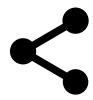
#### Marketing purposes

Furthermore, we use your data for all marketing campaigns and promotions proposed by BEVAS including personalized marketing and advertising, direct marketing, distribution of promotional material, advertising brokerage and advertising and public relations.

#### **Company management**

Finally, your personal data is also processed for the following purposes:

- o Administration of staff and intermediaries
- o Payroll administration
- o Customer management
- o Supplier management
- o Management of disputes



We process certain data to analyze your browsing behaviour on our website.



We process certain data for direct marketing purposes.



We process data for general business management objectives.



### Are your personal data being transferred to third parties?

Unless you have given your permission for this or we are legally obliged to do so, we will not pass on, sell, etc. your personal data to third parties. In certain cases, certain third parties will gain access to the information collected about you:

#### Suppliers of BEVAS

To deliver our services, we rely on a number of companies or service providers. It is necessary that such parties have access to certain data and information in order to be able to fully deliver our service. BEVAS only allows this to the extent that it is necessary for the execution of its assignment and if these companies offer the necessary guarantees with regard to the access and security of this data and information. These third parties often are, but are not limited to:

- o Security services
- o Hostess agencies
- o Catering services
- o IT-suppliers
- o Entrainment suppliers
- o Technicians
- o Etc.



We treat all your personal data as confidential information and do not pass it on unless the execution of the agreement requires us to do so.



# What are your rights and how do you exercise them?

You have a certain number of rights you can use to gain control over your personal data. It is always possible to send us an email with your request to hello@bevas.be.

You can request information about your personal data that is available to BEVAS and request that we correct or delete this information if necessary, or oppose the further processing of your personal data or request a limitation of this processing at any time.

You also have the right to data portability, which means that you can request to receive the personal data that BEVAS processes and request that this data be sent to another controller.

We treat all your personal data as confidential information and do not pass it on unless the execution of the agreement requires us to do so.

Finally, you also have the right to file a complaint with the Data Protection Authority in Brussels. Before you do that, we will make every effort possible to achieve an amicable settlement.

When you exercise your rights, we ask you to be as specific as possible so that we can handle your question concretely and correctly. We also point out that we must be able to reasonably verify your identity in order to exercise your rights so that we can prevent someone else from exercising it. BEVAS will take the necessary steps to process every request within the shortest possible time, but no longer than 30 calendar days.



You have a certain number of rights you can use to gain control over your personal data. It is always possible to send us an email with your request to hello@bevas.be.



# How long are your personal data being stored by BEVAS?

BEVAS will store your personal data for the duration that is necessary to achieve the defined objectives of this Privacy Policy.

BEVAS may also continue to store personal data with regard to persons who have canceled their account, in order to be able to answer questions or complaints that can be sent after the termination of its services and to comply with all applicable laws, including those regarding taxation.

# Where can you file a complaint with regard to the processing of your data?

If you have complaints about the processing of personal data by BEVAS, you can always contact us via email (hello@bevas.be).

If you still have complaints, you have the right to submit a complaint to the Belgian Data Protection Authority, located at the following address: Drukpersstraat 35, 1000 Brussels



For administrative purposes, BEVAS stores your personal data for a reasonable period after the collaboration has been terminated.



BEVAS undertakes to always come to an amicable settlement with you before you submit a complaint.



# How are my personal data being secured?

At BEVAS, we attach great importance to the security of your personal data. In view of this, we have taken appropriate measures to ensure that the servers that contain your personal data prevent the following as far as possible:

- unauthorized access to or changes to this data;
- the improper use or disclosure of this data;
- the illegal destruction or unintended loss of this data.

You undertake not to perform any actions that violate this Privacy Policy, the Terms of Sale, the Cookie Policy or, in general, the law. Criminal offenses against the confidentiality, integrity and availability of computer systems and data stored, processed or transferred by these systems, or the attempt to commit one of these criminal offenses, are punishable by a prison sentence of three months for five years and a fine from twenty-six euros to two hundred thousand euros or one of those fines alone.



We store your personal data locally, limit transfers as much as possible and have taken technical and organizational measures to keep your data safe.



## Are my personal data being processed outside the European Economic Area?

BEVAS always tries to process personal data as much as possible within the EEA and in any case only transfers data to a non-EEA country if that country offers an adequate level of protection within the meaning of the GDPR, or within the limits permitted by the same law. For example, by ensuring data protection through appropriate legal and/or contractual safeguards.

### Does BEVAS collect personal data of minors?

We understand that as an events agency we have a special duty to protect the personal data of minors. Persons under the age of 16 and people who do not have full legal authority may not use the Website.

### What in case of a legal dispute?

In the event of a dispute, we undertake to promote dialogue and openness in search of a friendly solution.

If no amicable solution can be found, the Privacy policy is exclusively subject to Belgian law and any dispute regarding the validity, interpretation or implementation of the Privacy policy falls under the exclusive jurisdiction of the courts and tribunals of the judicial district of Ghent, to the extent permitted by applicable rules of private international law.



Your personal data is only processed within Europe.



If you are younger than 16 years, a form of explicit consent from your legal guardian is required.



BEVAS undertakes to always come to an amicable settlement with you before you submit a complaint. Nobody benefits from long legal proceedings.

