

Privacy Policy Personal Data

We would like to emphasize that your personal data and your privacy are of the utmost important to us. You have provided us with your personal data and as such we feel responsible to handle these data with the greatest care and confidentiality. The Privacy Policy below clearly and transparently describes how we use and process your personal data.

1. General

We collect and process your personal data within the scope of our operations. We act in accordance with the “Data Protection Act of 08/12/1992 designed to protect personal data and privacy in relation to processing personal data” and in accordance with the “General Data Protection Regulation”, which is applicable as of 25 May 2018 in the entire European Union.

Please click on the following link for more information regarding the Privacy Act:

<https://www.dataprotectionauthority.be/legislation-and-standards>

Please refer to the link below for more information regarding your rights as a part of the “General Data Protection Regulation”:

<https://www.dataprotectionauthority.be>

2. Who are we?

STEBRATRAN BV (hereafter referred to as ‘STEBRATRAN’) is a Belgian company and is, as such, data controller under the ‘General Data Protection Regulation’.

3. What personal data do we process?

The personal data are collected by means of communication through email and by receiving invoices.

Below you can find an overview of the information STEBRATRAN may collect. The overview indicates what personal data are processed, for what purpose, on what legal basis and if possible how long the personal data are retained.

3.1 Processing on a legal basis (administrative obligations), retention period of 10 years unless indicated otherwise

The following data are used for accounting purposes:

- Name
- Address
- VAT number
- Bank details
- Invoice details

3.2 Processing required to carry out a contract

The following data may be used:

a) Identification details

- First name
- Last name
- Address details
- Mobile number
- Telephone number
- Company name
- VAT number or company identification number

b) Bank details

These details are required for STEBRATRAN to be able to pay your invoices.

4. Transfer, retention period and confidentiality

In some cases we have no other choice than to pass your personal data to third parties who will process your data in our name. These processors are carefully selected by us, so that they can offer all required guarantees to be able to secure the safety and confidentiality of processing your data.

Your personal data are retained by us for the period necessary to guarantee a correct service. The actual retention periods depend on the processing activity.

We will treat the data issued with the greatest care and confidentiality in accordance with the applicable law and legislation. We can assure you that we are taking the required safety measures to prevent data breaches and to ensure safe processing of the personal data.

5. Right to access, rectify, erase, limit, object and transfer personal data

You can request the following actions at the following email address privacy@stebatran.com:

1. Access, rectify and change your personal data
2. Erase your personal data
3. Limit the processing of your personal data
4. Object to processing your personal data
5. Obtain a copy (in a structured, common and machine readable format) of your personal data

Please add a digitally signed copy of your ID with your request, so that we can verify your identity. Normally, these actions are handled for free, but if these requests are extensive or unjustified, an administrative fee may be charged.

6. Complaints

Finally, you can file a complaint with the supervisory authority for data protection by means of the following coordinates:

- Drukpersstraat 35, 1000 Brussels, Belgium
- commission@privacycommission.be
- +32 (0)2.274.48.00
- www.privacycommission.be