

# **PRIVACY POLICY**

## **1. WHO?**

This Privacy Policy regulates the processing of personal data by the controller for processing by **R.E.D. LABORATORIES BELGIUM**, limited company with its registered office at 1731 Zellik, Z.1 Researchpark 100, Belgium, with company number VAT BE0462.648.824.

“R.E.D. Laboratories” respects your privacy. If you use this website or otherwise provide us with personal information, you agree with this *Privacy Policy*. Human Capital Services observes European Regulation 2016/679 of 27 April 2016 relating to the protection of personal data. In this it is the controller for the processing of your personal data in the meaning of General Data Protection Regulation [GDPR].

## **2. WHAT DATA?**

Via this website, personal data are collected by the contact form.

We can ask you to fill in your full name, e-mail address and address.

In performing our main activity, the following data can be asked of a patient:

- Full name
- Address
- Phone number
- E-mail address
- Date of birth
- Gender
- Sample and time of collection

## **3. WHAT IS THE DATA USED FOR?**

The samples will be used to perform examinations. If we can't offer (some) investigations at “R.E.D. Laboratories”, it is possible that we will share samples with partner labs.

The results of the test are communicated to the treating physician only with the consent of the patient. Upon demand, the patient will also receive a copy of the results. The transmission is done exclusively via secure e-mail or via the secure e-health platform.

Your data will never be traded, sold, hired or passed on to third parties, except for some selective processors that "R.E.D. Laboratories" assist in the performance of their duties, such as our IT partner who carries out the maintenance of our computer systems and the backup system.

In rare cases, it may happen that "R.E.D. Laboratories" must disclose your Personal Data as a result of a court order or in order to comply with other mandatory laws and/or regulations. "R.E.D. Laboratories" shall make reasonable endeavours to notify you of this in advance, unless this is subject to statutory restrictions.

"R.E.D. Laboratories" will preserve the research results for a minimum period of 10 years.

#### **4. SECURITY MEASURES**

"R.E.D. Laboratories" has developed security measures which have been adjusted at the technological and organisational level to prevent the destruction, loss, falsification, changing, prohibited access or the erroneous disclosure to third parties of personal data as well as any other prohibited processing of this data.

Under no circumstances can "R.E.D. Laboratories" be held liable for any direct or indirect loss resulting from incorrect or unlawful use of your personal data by a third party.

You must at all times comply with the security regulations, for example by preventing all prohibited access to your login details and password. You are solely responsible for the use made from the website on your computer, IP-address and your identification data, as well as for the confidentiality thereof.

#### **5. RIGHTS OF THE PARTIES CONCERNED:**

You have the right to view your personal data for free at any time, as well as the right to be informed of the use that "R.E.D. Laboratories" makes of your personal data.

##### **5.1 Right to rectification, erasure and restriction of processing**

You are free to decide whether or not to communicate your personal data to “R.E.D. Laboratories”. In addition, you always have the right to request “R.E.D. Laboratories” to correct, supplement or remove your personal data. You acknowledge that a refusal to provide or a request for the erasure of personal data means that certain services can no longer be delivered.

You may also request that the processing of your personal data is limited.

## **5.2 Right to object**

You have the right to object to the processing of your personal data for serious and legitimate reasons.

In addition, you always have the right to object to the use of your personal data for direct marketing purposes; in such case you do not have to state reasons.

## **5.3 Right to data portability**

You have the right to obtain the personal data you have provided to “R.E.D. Laboratories” in a structured, standard and machine-readable form and/or have such transferred to different controllers.

## **5.4 Right of withdrawal of consent**

Insofar as the processing is based on your prior consent, you have the right to withdraw this permission.

## **5.5 Exercising your rights**

You can exercise your rights by contacting “R.E.D. Laboratories” to this end, either by email to [privacy@redlabs.be](mailto:privacy@redlabs.be), by post to 1731 Zellik, Z.1 Researchpark 100, Belgium or by using the “Contact us” form on our Website, provided you enclose a copy of your identity card.

## **5.6 Automated decision-making and profiling**

The processing of your personal data does not include profiling and shall also not be subjected by “R.E.D. Laboratories” to automated decision-making.

### **5.7 Right to lodge a complaint**

You have the right to lodge a complaint to the Belgian Privacy Commission: Personal Privacy Protection Commission, Drukpersstraat 35, 1000 Brussels, Belgium, Tel +32 (0)2 274 48 00, Fax +32 (0)2 274 48 35, e-mail: [commission@privacycommission.be](mailto:commission@privacycommission.be).

This does not affect relief before a civil court.

### **6. HYPERLINKS**

This website may contain hyperlinks to websites of other parties. It is also possible that websites of other parties contain links to this website. "R.E.D. Laboratories" is not liable for the privacy policy of the websites of such other parties and for the use of cookies on those websites.

### **7. CHANGES**

This Privacy Policy can be amended. You are advised to regularly reread this Privacy Policy for any changes.

Most recently updated version: 30/05/2018

# **COOKIE POLICY**

## **WHO?**

**“R.E.D. Laboratories”  
Z.1 Researchpark 100  
1731 Zellik**

**<https://www.redlabs.be>  
E-mail: [privacy@redlabs.be](mailto:privacy@redlabs.be)**

**VAT-BE0462.648.824**

## **WHAT ARE COOKIES?**

Cookies are small pieces of data or text files placed on your local computer by websites. Such cookies can have different purposes: for instance there are technical cookies (language settings for example), session cookies (temporary cookies) and tracking cookies (cookies following and recording your behaviour on the website in order to be able to offer a better user experience).

A cookie contains a unique code which allows the recognition of your browser during a visit to the website or to improve your user experience during repeated visits to the platform.

Cookies can be placed by the server of the website you are visiting or by a partner with whom this website collaborates. The server of the website can only read the cookies it has placed itself. It does not have access to other information contained on your computer or mobile device.

The content of a cookie usually consists of the name of the service that placed the cookie, an expiry date and a unique numerical code. Cookies generally ease and speed up the interaction between users and the website and help users navigate between the different parts of the website. Cookies can also be used to personalise the content of the website to the user.

More information on the types of cookies can be found on [www.allaboutcookies.org](http://www.allaboutcookies.org).

## **“R.E.D. LABORATORIES” USES THE FOLLOWING COOKIES:**

### **1. Necessary cookies**

These cookies are essential to be able to visit our websites and to use particular parts of it. These cookies allow you to navigate between the different parts of the website or to

complete forms and take part in discussions on our platform for example. If you refuse these cookies, certain parts of the website may not work, or may not work optimally.

## **2. Functional cookies**

Functional cookies are cookies which ease and facilitate the functioning of our website for our users and ensure that you will have a more personalised browsing experience. The website uses a registration or a newsletter for instance. These cookies can also be used to recognise you if you revisit the website and to store your registration details or to remember the preferences you have indicated on the website.

## **3. Third party cookies**

The website doesn't use third party cookies.

## **COOKIE MANAGEMENT**

During your first visit to our website you are asked to accept our different types of cookies. You can permit or refuse cookies by each category. You can, at all times, change the cookie settings for our website via the hyperlink at the bottom of our website and so withdraw your permission.

You can refuse the installation of these cookies during the first visit to the website by ticking "Refuse cookies" in the offered pop-up screen.

You can refuse the installation of cookies via your browser settings. Switching off cookies may mean that you can no longer use certain functionalities of the website. On the following website you can find information on how to refuse cookies for most used browsers: <http://www.aboutcookies.org/>

You can also, at any time, remove already installed cookies from your computer or mobile device.

If you wish to use the website without any restrictions, please make sure that cookies are switched on in your browser. To switch on cookies do the following:

### Browser – Microsoft Internet Explorer

- In Internet Explorer, click on 'Internet options' in the 'Extra' menu.
- Under the 'Privacy' tab, move the settings bar to 'low' or 'accept all cookies' (setting above 'medium' switches off cookies).
- Click on 'OK'.

### Browser - Mozilla Firefox

- Click on 'Firefox' in the top left corner of your browser and then click on 'Options'.
- Under the 'Privacy' tab, ensure that the 'Let websites know that I do not wish to be followed' is not ticked.
- Click on 'OK'.

#### Browser - Google Chrome

- Click on 'Extra' at the top of your browser screen and select 'Options'.
- Click on 'Under the Hood' tab, find the 'Privacy' part and select 'Content settings' button.
- Select 'Allow local data to be set'.

#### Browser - Safari

- Click on the 'Cog' pictogram at the top of your browser screen and select the 'Preference' option.
  - Click on 'Security', tick the option stating: 'Block cookies from third parties and advertisement cookies'.
- Click 'Save'.

Should you, after reading this Cookies Statement, still have questions or comments relating to cookies, please contact [privacy@redlabs.be](mailto:privacy@redlabs.be).

Most recently updated version: 30/05/2018