



# Privacy Policy

Effective since: 25/05/2018

We make it a matter of pride to respect the privacy of our users, contacts (data subjects) and to treat their personal data in the strictest confidentiality and in accordance with the legislation in force.

The privacy policy is intended to inform you, in a transparent manner, about the data we collect, the purpose for collecting it, the way we use it and the rights you have regarding the processing of such data.

On this page, we provide you with a simplified version of our privacy policy in the form of questions and answers. We invite you to also read the detailed version available here.

We draw your attention to the need to read this privacy policy carefully. If you have any other questions, do not hesitate to contact us at the following address: [info@eventstaff.be](mailto:info@eventstaff.be).

## 1. WHO IS RESPONSIBLE FOR PROCESSING YOUR DATA?

QED is the controller of your personal data.

Here is our complete contact information:

EUROCRATS EVENT MANAGEMENT (private limited liability company)  
hereafter: "QED",  
Rue de Spa 28  
1000 Bruxelles  
CBE-nr.: 0831.167.660

E-mail address: [info@eventstaff.be](mailto:info@eventstaff.be).

## 2. WHAT DATA DO WE COLLECT?

In the course of providing our services or accessing our website, we may collect data either sent by you directly or acquired from another source. We collect your data - personal or otherwise - for various reasons which are defined in the following point (see point 3). It includes the following data:

- your identifying information (surname, first name, position, work title, e-mail address, telephone number and address);
- your bank details (credit card number, IBAN and BIC/SWIFT) and invoicing details;
- our communications (by email or other);
- the type of domain with which you connect to the Internet;
- the IP address assigned to you;
- the date and time of your access to our website;



- location data or other data relating to the communication;
- the pages you viewed on our website;
- the type of browser, platform and/or operating system you are using;
- the search engine and the keywords used to find the website;
- your browsing preferences.

### **3. WHY DO WE COLLECT YOUR DATA?**

We collect your personal data to process your requests for quotes and the provision of our services. We also process your data to send you newsletters for upcoming and interesting events and, more generally speaking, to easily communicate with each other. Your data will also be used to improve our service, specifically to improve and facilitate your navigation on our website. The legal basis for the processing of your personal data is described in the detailed version of our privacy policy.

### **4. HOW DO WE COLLECT YOUR DATA?**

Most of your data is communicated to us by your active intervention, by providing us your information through our website (quote request, contact form, e-mail). Other data, such as the date and time of your access to our website, the pages you have viewed, or your location data, are collected automatically through servers consulted and "cookies" placed by our website. For more information on what a cookie is, how it is used and the exact data it collects, visit our page concerning our cookie policy.

### **5. ARE YOUR DATA PROTECTED?**

We take pride in respecting the privacy of our contacts. We maintain a strict privacy policy and take all appropriate measures to ensure that our servers prevent, to the extent possible, any unauthorized leak, destruction, loss, disclosure, use, access or modification of your data.

### **6. HOW LONG DO WE STORE YOUR DATA?**

We keep your data for the time necessary to accomplish the objectives pursued (see point 3). Once this goal is achieved, we delete them.

### **7. WHAT ARE YOUR RIGHTS AND HOW CAN THEY BE EXERCISED?**

You may, at any time, request to verify, access, rectify, delete, transfer and object to the use of your data, as well as request the limitation of such use of your data. To do so, simply send us an email at the following address: [info@eventstaff.be](mailto:info@eventstaff.be). We will then make every effort to take the necessary action as soon as possible. You will receive an access form of which we kindly ask you to complete and specify which rights you want to exercise concerning your personal data.

### **8. WHO HAS ACCESS TO YOUR DATA AND TO WHOM ARE THEY COMMUNICATED?**

Our employees and subcontractors. They have access to it only to the extent necessary for processing your request/demand and/or for fulfilling the objectives pursued (see point 3). Each of them is subject to a strict obligation of confidentiality.



## **9. DO WE TRANSFER YOUR DATA ABROAD?**

We only transfer your data to a non-EU country if it provides a level of protection equivalent to the level of protection that is guaranteed by EU Data Protection legislation.

## **10. HOW TO RECEIVE OUR NEWSLETTERS?**

With your consent or based on our legitimate interest, we will subscribe you to our newsletter and offer you other news/articles/announcements that may interest you. You can unsubscribe at any time and withdraw your consent to these communications at any time by either clicking the unsubscribe button at the bottom of the e-mail or by sending an email to the following address: [info@eventstaff.be](mailto:info@eventstaff.be).

## **11. WHAT IS OUR POLICY ON DATA CONCERNING MINORS?**

Our website and our services are not targeted to children under the age of 18. If you notice that your minor child has provided us with their personal data without your consent, contact us at the following address: [info@eventstaff.be](mailto:info@eventstaff.be).

## **12. WHAT HAPPENS IN THE EVENT OF A CHANGE TO THE PRIVACY POLICY?**

If we had to make any changes to this privacy policy, you would be notified.

## **13. WHAT TO DO IN THE EVENT OF A DISPUTE?**

Lengthy legal proceedings do not benefit anyone. In the event of a dispute between us, we commit ourselves to give priority to dialogue and openness in search of an amicable solution and expect you to do the same. You may also contact the Data Protection Authority.

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