



VOLS PRIVACY STATEMENT

Last modified on 25 May 2018.

First of all, we are pleased that you are interested in VOLS projects.

This privacy statement informs you about the way in which Personal Data are processed by us.

You may be asked to share certain Personal Data with us, including but not limited to your first name, surname and e-mail address. It's possible that we will ask you to share Personal Data with us, including but not limited to your first name, last name and e-mail address (identification data). In relation to certain legal obligations (electronical registration of attendance, 30bis declaration) you might have to provide us with additional data in order for us to register your attendance (E-ID-data, Limosa number, ...).

We only collect Personal Data that is required to inform you about our projects (and services), to execute agreements with you and to contact you.

The legal grounds for the processing of your Personal Data is the execution of an agreement, a legal obligation and our legitimate interest (article 2).

We base ourselves on the grounds for processing data contained in the agreement and our legitimate interest.

The processing of your Personal Data is subject to this privacy statement. For questions and/or comments, please contact info@wohneninkatzensprung.de.

By providing your Personal Data, you are deemed to have acknowledged the use of your Personal Data in accordance with this privacy statement.

Article 1 – DEFINITIONS

"VOLS" abbreviated I Love Vols B.V., with registered office at Rendementsweg 2, 3641 SK Mijdrecht (The Netherlands), registered at the Crossroads Bank of Enterprises under kvk-number 64500470.

"Personal Data" has the meaning as defined in the General Data Protection Regulation 2016/679, including any information that identifies a natural person (also called the "data subject") or allows such to be identified.

"Controller" has the meaning as defined in the General Data Protection Regulation 2016/679. VOLS will be qualified as the Controller who determines the purposes and means for the processing of your Personal Data.

"Affiliated Company" means any company that is affiliated with VOLS insofar as it meets the conditions for an "affiliated company" as set out in the Belgian Companies Code.



“**Processor**” has the meaning as defined in the General Data Protection Regulation 2016/679. The Processor processes Personal Data in the name of and on behalf of the Controller.

“**Website**” means the website of VOLS and its affiliated companies www.wohneninkatzensprung.de.

Article 2 – PURPOSES AND LEGAL GROUNDS

Client data

In the framework of our services and commercial activities we collect and process identity and contact data of our clients, their personnel, collaborators, associates and any useful contacts. The purposes of this processing are the execution of the agreements with our clients, customer care, bookkeeping and direct marketing purposes such as the sending of promotional or commercial information. The legal grounds are the execution of an agreement, the fulfilment of legal and regulatory obligations (such as the 30bis declaration) and/or our legitimate interest.

Supplier and subcontractor data

We collect and process identity and contact data of our suppliers and subcontractors, their subcontractors, their personnel, collaborators, associates and any useful contacts. The purposes of this processing are the execution of the agreement(s), supplier/subcontractor care, bookkeeping and direct marketing purposes such as the sending of promotional or commercial information. The legal grounds are the execution of an agreement, the fulfilment of legal and regulatory obligations (such as the mandatory electronic attendance registration, the 30bis declaration, the attendance list or any other obligations related to public procurement projects) and/or our legitimate interest (for direct marketing).

Personnel data

We process Personal Data of our employees in relation to our personnel and staffing services and our salary administration services.

Other data

Besides client, supplier/subcontractor and personnel data, we process Personal Data of other people, such as potential new clients/prospects, useful contacts within our sector, networking contacts, experts, etc. These data are collected through our Website or through other channels. The purposes of processing are in the interest of our commercial activity, direct marketing and public relations. The legal ground is our legitimate interest and, in some cases, the execution of an agreement.

More specifically, we can use the Personal Data we collect from you for the following purposes:

- (i) to identify you as a user of the Website;
- (ii) to provide you with information about our projects and services;
- (iii) to provide you with our services and to execute agreement(s) with you;
- (iv) to send you our newsletter;
- (v) to inspect and process potential complaints or requests;
- (vi) to help us evaluate, correct or improve our Website en all related products and services of VOLS;

- (vii) for direct marketing purposes;
- (viii) for internal reasons, such as corporate administration and archiving purposes.

Article 3 – THE CONFIDENTIALITY OF YOUR PERSONAL DATA

Each time you provide us with Personal Data as a user of the Website, we will treat this information in accordance with the provisions of this privacy statement and the legal obligations in the context of the processing of Personal Data, including the General Data Protection Regulation 2016/679.

We are implementing appropriate measures and procedures to secure and protect the Personal Data that we collect through the Website or via electronic correspondence.

In this way we are committed, insofar as can reasonably be expected, to preventing the illegal processing of Personal Data and the unintentional loss or destruction of your Personal Data. Despite these precautionary measures, we cannot guarantee that your Personal Data will be protected if these data are communicated on the Website in an unsecured manner via other channels or in a different way.

We endeavour to optimise the security of your Personal Data by limiting access to your Personal Data to persons on a “need-to-know” basis (for example: only employees, collaborators or subcontractors who need your Personal Data for the purposes described in Article 2 will have access to the data).

Article 4 – HOW DOES VOLS COLLECT YOUR PERSONAL DATA AND HOW LONG ARE THEY STORED?

We collect your Personal Data in the following cases:

- (i) when a request for information is sent on the Website (via the contact form);
- (ii) when you sign a (labour) agreement with us;
- (iii) when sending a request to receive our newsletter;
- (iv) if you call, e-mail or correspond with us in any other way than via the Website.

We may combine the Personal Data we collect with information that you provide to us in another way or that third parties provide to us.

Personal Data will be kept and processed by us for the duration that is required in relation to the purposes of the processing depending on whether we have a contractual relationship with you or not.

Client data and supplier or subcontractor data will be removed from our systems after seven years after the termination of the agreement or project involved, except for the Personal Data that we have to store for a longer duration based on specific legal obligations or in case of pending litigation(s).

Data collected through the Website or through any other channel (other data) will not be kept longer than 5 years after the last useful contact between us and you.



Personnel data will be removed after 5 years after the termination of the employment relation.

We avoid collecting Personal Data that are not relevant for the purposes set out in Article 2.

Article 5 – OBJECTIVES OF THE PROCESSING

We will use the Personal Data we collect for the following purposes:

- (i) to identify you as a user of the Website;
- (ii) to provide you with information about our projects and services;
- (iii) to deliver you our newsletter, if you so choose;
- (iv) to process and treat possible complaints or requests;
- (v) to assist us in evaluating, correcting or improving the Website and all related products or services of VOLS;
- (vi) for direct marketing purposes;
- (vii) for internal reasons, including business administrative and archiving purposes.

In addition to the specific purposes for which we may process your Personal Data, we may also process your Personal Data if such processing is necessary to comply with a legal obligation to which we are subject, or to protect your essential interests or the essential interests of other parties involved.

In this respect, we request you not to provide the Personal Data of other persons to us, unless we expressly request you to do so.

Article 6 – TRANSFER OF PERSONAL DATA

We will not transfer Personal Data to third parties outside the European Union, except to subcontractors or collaborators who keep the data on servers in the United States, who have committed themselves under the “*Privacy Shield*” or according to the Standard Contract provisions of the European Commission, and thereby provide an adequate level of security for the processing of Personal Data.

We will also not transfer Personal Data to other parties that are within the European Union other than with your permission, unless:

- (i) the transfer is necessary to allow Affiliated Companies, collaborators, agents or subcontractors to provide their services or perform a task at our request (including providing marketing support, conducting market research or providing customer service);
- (ii) it is required by law.

Any transfer of Personal Data to a recipient as listed above is in accordance with the provisions of the General Data Protection Regulation 2016/679.

We ensure that measures are taken so that the recipients cannot use the Personal Data for purposes other than those exhaustively listed in Article 2, and that the recipients have taken sufficient technical and organisational measures to protect these data.



In order to guarantee the security of the Personal Data, we will always conclude a processor agreement with the abovementioned recipients of the Personal Data and, if applicable, Standard Contractual Provisions as provided by the European Commission.

We will take all necessary precautions to ensure that the employees and collaborators who have access to the Personal Data only process these in accordance with this privacy statement and the legal obligations under the General Data Protection Regulation 2016/679.

Article 7 – RIGHTS OF THE DATA SUBJECT

On the basis of both Belgian and European laws on the protection of personal data, you have the rights described below. If you wish to exercise these rights, send us a written request accompanied by a copy of your identity card to info@wohneninkatzensprung.de.

We will inform you of the action that will be taken within one (1) month of receipt of the request. However, this period may be extended to a maximum of three (3) months, in which case you will be informed of the reasons for this delay within one (1) month of the original request.

The right of access to Personal Data

You have the right to instruct us to provide you with all Personal Data that we hold about you, provided that the rights of other parties involved are not affected.

The right to rectification of the Personal Data

We kindly ask you to ensure that the Personal Data in our database are as accurate and complete as possible. If you believe that the data provided to us are incorrect or incomplete, you are requested to inform us as described above. We will then correct or supplement your Personal Data as soon as possible.

The right to delete Personal Data

You have the right to delete your Personal Data without undue delay in the following cases:

- (i) If it is no longer necessary to keep the Personal Data for the purposes for which they were collected or otherwise processed;
- (ii) In the case of withdrawal of permission for permission-based processing;
- (iii) Processing intended for direct marketing; and
- (iv) If the Personal Data were processed unlawfully.

However, there are certain general exclusions to the right to delete. These general exclusions include the cases where processing is necessary:

- (i) to exercise the right to freedom of expression and information;
- (ii) to comply with a legal obligation; or
- (iii) for instituting, exercising or defending legal claims.

The right to restrict the processing of Personal Data

You have the right to restrict the processing of your Personal Data in the following cases:

- (i) for disputing the accuracy of your Personal Data;
- (ii) when the processing is unlawful, but you do not want the Personal Data to be deleted; or
- (iii) if you object to the processing of your Personal Data, pending verification of that objection.

If processing is restricted on this basis, we may continue to store your Personal Data. However, we will only process the data with your explicit consent for instituting, exercising or defending legal claims, to protect the rights of another natural or legal person, or for reasons of essential public interest.

The right to object

You have the right to object to our processing of your Personal Data.

The right to data transfer (data portability)

If you wish to make use of your right to data transfer, we will pass on the Personal Data in a structured, standard and machine-readable form to a data controller of your choice.

The right to withdraw consent

To the extent that the legal basis for our processing of your Personal Data is your consent, you have the right to withdraw this consent at any time. However, this withdrawal does not affect the lawful character of the processing that took place before the withdrawal.

The right to register a complaint with a supervisory authority

You file a complaint with the Data Protection Authority (“Gegevensbeschermingsautoriteit”) by sending an e-mail to contact@apd-gba.be or by sending a written request to the Data Protection Authority with registered address located at 1000 Brussels, Drukpersstraat 35.

Article 8 – REFERENCE TO THIRD PARTIES

The Website can contain links to other websites that are not managed by us. While we make every effort to ensure that the references only link to websites with appropriate security and confidentiality standards, we are in no way responsible for the protection and confidentiality of Personal Data, including the data you provide on other websites, after you have left the Website.

We emphasise the need to proceed carefully and to always consult the privacy statement that applies to the relevant website before providing personal data on other websites.

Article 9 – COOKIES

VOLS uses “cookies” each time you use the Website. A “Cookie” is information sent to your device by the server and stored on the hard disk of the device. Cookies help VOLS to recognise your device when you use the Website. This makes it possible for VOLS to make the processing more user-friendly and to offer you personalised service.



You may refuse the use of Cookies if your internet browser allows this, but this can have a serious impact on the proper functioning of the Website.

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