

## **PRIVACY POLICY**

This privacy policy (the "Policy") formalizes our commitment to respecting the personal data of Internet users browsing the website <http://www.digi-work.com/> (hereinafter the "Site") operated by the Belgian company DIGI-WORK.COM SPRL registered at the Crossroads Bank for Enterprises in Belgium under the following number BE0471.866.891 and whose registered office is located at Avenue des Saisons 118 A, 1050 Ixelles (Belgium) (hereinafter "DIGI-WORK" or "We").

### **GENERAL PRINCIPLES**

All personal data (hereinafter the "Personal Data") that we collect will be processed in accordance with Belgian and European regulations applicable to the protection of personal data, in particular Directive 2002/58/EC, amended by Directive 2009/136/EC, transposed into Belgian law via the specific rules for sending commercial communications as set out in Book VII of the Economic Law Code. You are invited to read this policy carefully and to take note of its content.

#### **1. PERSON RESPONSIBLE FOR THE PROCESSING OF PERSONAL DATA**

The data controller, DIGI-WORK, operates as an advertising agency providing consulting services to companies in the fields of business strategy, design, marketing, web development, web services and products.

#### **2. SCOPE OF APPLICATION**

The Site is only intended to present the activities of DIGI-WORK, but no transactions can be carried out. If you wish to use our services, you must contact us by email or telephone via the contact details mentioned on the Site. It is only in this case that we will process your personal data.

This Privacy Policy describes what personal data We may process, for what purposes, in what context and your rights in accordance with the relevant regulations.

#### **3. DATA THAT MAY BE COLLECTED**

##### **3.1 Direct collection of Personal Data when sending an email or making a telephone contact:**

When you contact us directly by email or by telephone in order to obtain information about the services provided by DIGI-WORK or to contract our services, the following data may be processed:

For a person :

- Name
- First name
- Civil status
- Civil status
- Date and place of birth
- E-mail address
- Telephone number (landline and/or mobile)
- Home address
- VAT number / ECB registration number

For a company :

- Company name
- Address of the registered office
- Names of the representative
- First names of the representative
- E-mail address
- Fixed and/or mobile phone number
- VAT number / ECB registration number

### **3.2. Browsing the Site: information collected by means of technological tools**

#### **Connection data.**

When you use the Site, our computer systems may collect passive data such as your Internet Protocol (IP) address, the MAC address of your computer, the date and time of connection, your browser type, etc.

#### **Navigational data.**

We also use Cookies to collect information that allows us to reconstruct how you access the Site, which pages you have visited and how long you spent on each.

#### **4. PURPOSE OF DATA PROCESSING**

4.1. The Personal Data that we collect directly and/or indirectly, are used primarily to answer your questions about our services, if necessary, to contract directly with DIGI-WORK.

#### **5. DISCLOSURE OF DATA**

5.1. We may have to disclose your Personal Data if this is necessary to (a) comply with applicable laws or satisfy a court order or injunction; or (b) protect and defend our rights or those of the Users of the Site.

5.2 Your data may be processed by third party partners, suppliers and subcontractors where necessary. We will ensure that such third parties comply with the rules on privacy and protection of personal data and are bound by the same obligations to which we are subject with regard to the protection of your Personal Data.

#### **6. RIGHT OF ACCESS, MODIFICATION, RECTIFICATION AND DELETION**

6.1. You have the right to access, modify, correct and delete your Personal Data. This right can be exercised by sending an e-mail to the following address: [info@dig-work.com](mailto:info@dig-work.com)

6.2. Before responding to a request to modify, correct or delete your Personal Information, we may ask you to identify yourself.

#### **7. SECURITY**

7.1. DIGI-WORK undertakes to make its best efforts to protect your Personal Data, in particular to prevent it from being distorted, damaged or communicated to unauthorized third parties.

#### **8. DATA RETENTION**

8.1. DIGI-WORK will only keep your Data for 1 year after your contact request or 3 years after you have used our services.

#### **9. RIGHT OF PORTABILITY**

9.1. You also have the right to receive the Data concerning you that you have provided to DIGI-WORK in a structured, commonly used and machine-readable format and the right to transfer them to another data controller when the processing of this Data is based on consent or a contract and carried out using automated processes.

#### **10. RIGHT OF COMPLAINT**

10.1. Without prejudice to any other administrative or judicial remedy, you have the right to lodge a complaint with a supervisory authority, in particular in the Member State of your habitual residence, place of work or place of the alleged infringement, if you consider that the processing of your Data infringes the GDPR.

Data Protection Authority

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Website : <https://www.autoriteprotectiondonnees.be/>