



PRIVACY NOTICE

Last updated on 24 February 2023

This is the website of Verdicteo (company number: 0567846413), a company founded by Véronique Mercier, a freelance translator and natural person whose registered office is 26 rue Justin Sauvenier, 4671 Barchon, Belgium. The email address for Verdicteo is info@verdicteo.be.

Please read the following information to find out how your personal data is processed. This Privacy Notice may change, so you must check when it was last updated.

Legal framework and scope

Verdicteo is committed to respecting the current privacy laws in Belgium. The processing of personal data relating to this website is subject to the Belgian Law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data and the General Data Protection Regulation (GDPR) 2016/679 of 27 April 2016.

This Privacy Notice applies to all pages hosted on www.verdicteo.be. It does not apply to pages hosted by other organisations which may be mentioned on the website and may have separate confidentiality agreements.

This policy concerns:

1. your visit to this website and the use of cookies for a better browsing experience; and
2. the contact form.

This website uses cookies to improve your browsing experience

What is a cookie?

Cookies are small text files created to save certain data from the websites you visit. For example, your language selection, log in details or other settings. Cookies are necessary to improve the website's functioning and are used for statistical purposes. They do not record your name, address or other personal data.

Only the website that created the cookie can access the file. The file itself contains only text and cannot perform any actions on your computer. It is, therefore, only used to provide additional information to your browser. A cookie, since it contains little data, is therefore harmless.

However, if you feel that your privacy is not being respected, you can adjust your browser settings to prevent cookies from being saved on your computer or from saving data. However, in this instance, browsing the Verdicteo website will no longer be possible.

What information is collected on this website using cookies?

If cookies are not disabled, the server automatically recognises your home domain every time you visit this website. However, it does not automatically detect your email address or name.

When you visit this website, the following information is collected via cookies:

- your domain (automatically detected as described above);
- all the information concerning the pages you have visited on this website; and
- your age and gender, your language and your geographical area.

How do I disable cookies?

Disabling cookies only affects the computer and browser used to disable them. If you are using more than one computer or browser, you must repeat the process for each computer and browser.

Check your browser's help function to find more detailed information about enabling, disabling and deleting cookies.

Personally identifiable information collected

During your visit to this website, you may voluntarily and knowingly share information, for example, by sending messages or questions to this website. This information will then be classed as "personal data". The term "personal data" covers all information concerning an identified or identifiable natural person. A person is identifiable when they can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to their physical, physiological, psychological, economic, cultural or social identity; for example, a person's first name and surname, address, telephone number, email address, preferences, heritage,

gender, etc. A person's business address and telephone number are also classed as personal data.

Within this website, this may include, depending on the data you have sent us:

- your first name;
- your name;
- your email address; and
- your telephone number.

This data is used to respond to you.

Compliant data management and retention

Your personal data will be stored in a database only in the event of a valid purchase order for seven (7) years from the date the invoice was issued in relation to the purchase order. In all other cases, the data is deleted within forty-eight (48) hours after the last contact.

This data is kept in paper and electronic format in a secure location on the premises of the head office, 26 rue Justin Sauvenier, 4671 Barchon, Belgium. Verdicteo will not share this information with other organisations for marketing or other purposes, nor will it be passed on to commercial databases.

Verdicteo may also share this data with third parties for non-marketing purposes in the event of collaborations. If this happens, working with this data is governed by a contract in order to ensure the necessary confidentiality agreements and protection are in place. Furthermore, no personal data is sent to parties outside the EU.

This personal data is only shared with third parties if required and permitted by law.

Use of data by Verdicteo

This data is only collected as part of Verdicteo's specific business, namely translation, the revision of translations and proofreading. Verdicteo does not process personal data belonging to minors (persons under 16 years of age) without written consent from a parent or legal guardian.

You may request a copy of your personal data from Verdicteo at any time. In addition, you always have the right to object to its use. You can also request that your personal data be amended.

Security of the information collected

Once Verdicteo receives your data, it will do its best to ensure the security of its systems. Appropriate security measures have been put in place to protect against the loss, misuse or alteration of information received on this website. These appropriate security measures include:

- regular backups to recover personal data in case of technical or physical incidents; and
- establishing a procedure in case of a data leak.

All necessary measures have been taken to ensure this information is handled securely. However, no data transmission over the internet can be 100% guaranteed. Therefore, although efforts are made to protect your personal data, the security of the information transmitted cannot be fully guaranteed.

Access, modification or erasure of personal data

In accordance with the Belgian Law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data and the General Data Protection Regulation (GDPR) of 27 April 2016, any user who has directly or indirectly provided personal information has the following rights with regard to their personal data:

- the right to information and access: you can request a copy of your personal information;
- the right to rectification: you can request the rectification of your personal information. This allows you to correct any inaccuracies and complete incomplete data;
- the right to erasure ("the right to be forgotten"): you can request that your personal data be completely erased from our databases;
- the right to restrict the processing of personal data: you can object to the use of your personal data;
- the right to data portability: you can obtain your personal data in an electronic, up-to-date and structured format; and
- the right to object: you can object to marketing practices, direct marketing and profiling practices.

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To exercise these rights, within the limits of the legal conditions, please send a written and signed request to Véronique Mercier at Verdicteo, 26 rue Justin Sauvenier, 4671 Barchon, Belgium, specifying the postal or email address to which the reply should be sent. You may be asked to identify yourself before we can respond to the above requests.

If you have a complaint about the processing of your personal data, you can contact Verdicteo directly at info@verdicteo.be.

You always have the right to lodge a complaint with the Belgian Data Protection Authority by post at 35 rue de la Presse, 1000 Brussels or by email at contact@apd-gba.be.

Contact me

If you have any questions about this Privacy Notice, you can contact me

- by email at info@verdicteo.be;
- by telephone on +32 (0)472121662 or
- by post addressed to Véronique Mercier, Verdicteo, 26 rue Justin Sauvenier, 4671 Barchon, Belgium.