

# Privacy Policy - Website

Protection of your personal data takes first priority in Copaco Screenweavers Ltd. In this privacy statement we describe which measures are being taken to guarantee protection of your personal data in accordance with Belgian privacy legislation and the European General Data Protection Regulation (GDPR). Through this explanation we wish to inform you clearly how we take care of your data within Copaco Screenweavers Ltd.

This privacy statement was last modified on 18 April 2018.

## **Roles of Copaco Screenweavers Ltd <sup>1</sup>**

Copaco Screenweavers Ltd is the process controller responsible for the processing of personal data in the various processes and systems that are applicable or in use at Copaco Screenweavers Ltd. Copaco Screenweavers Ltd, as process controller, will take the necessary technical and organizational measures to protect personal data.

## **Activities of Copaco Screenweavers Ltd**

Production and procurement / sale of textile cloths to distributors, processing agencies

## **Website - Social media– Marketing**

Copaco Screenweavers Ltd has a website to inform you about our services, [events](#). To ensure high quality standards, we use cookies for functional, statistical and comfort reasons as well as displaying personalized content. By clicking "Yes, I agree", you consent to this use of cookies.

## Social media

Copaco Screenweavers Ltd has a company page on LinkedIn & Facebook. Both are only used for business2business communication. As a concerned party you are free to follow or not to follow Copaco Screenweavers Ltd via these social media.

## Newsletters - Business

You may freely sign up for our newsletter, this is based on an informal permission. This permission will be registered and updated. If you do this, your contact details (see below) will be included in our CRM database and may further be used for activities based on the legitimate interest of our company. With every newsletter you have the option to unsubscribe, in that case you will receive no further

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<sup>1</sup> [Article 5, para. 1\(a\)](#)

newsletters. Your contact details will still be retained in our CRM application, so we may continue providing the other services.

### **What data are collected?** <sup>2</sup>

We receive and process data from companies / suppliers / partners / subcontractors etc. and their employees within the framework of a collaboration or future cooperation (prospecting).

Via our website: <https://www.copaco.be/contact/> company employees may also contact Copaco Screenweavers Ltd.

These data fall into the category of 'General Identification Data' and include:

- Company
- Address details (Street, house number, pin code, municipality / city)
- Name
- First Name
- Specialization (Architect, Professional, Student, other)
- E-mail address
- Country
- Land-line number
- Optional: Mobile number

### **Why do we collect your data?** <sup>3</sup>

All personal data will only be used for our standard business operations and for our services. In accordance with the GDPR, this corresponds to 'the justified interest of the process controller'.

The general identification data will serve among other things:

- Professional contacts via telephone, mobile phone, email, etc.
- Newsletters and information about our new products. There is an opt-in / opt-out option for this communication.
- To be able to deliver targeted information, in accordance with the specialization.
- Marketing activities.

### **How do we collect your data?** <sup>4</sup>

This may be done in various ways, including:

- Personal/telephone/mail contact
- Contact forms on our website
- Contacts during seminars and network events

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<sup>2</sup>Article 13; article 12, para. 1

<sup>3</sup>Article 13; article 5, para. 1(a); article 5, para.1(b); article 12, para. 1

<sup>4</sup>Article 6

### **For how long will your data be kept?** <sup>5</sup>

As long as collaboration is going on and has not been cancelled by either party, personal data will be kept. On termination of collaboration, personal data will be kept for another ten years. As a concerned party you may explicitly ask for them to be removed earlier, without thereby violating legal storage periods.

### **Transfer to Third Parties** <sup>6</sup>

At no point in time shall we sell or lease your data to persons or companies that are not a part of Copaco Screenweavers Ltd.

If we use an external processing agency, we shall always ensure that your data are treated confidentially and used securely. The external processing agency will always be contract bound to Copaco Screenweavers Ltd. This way, processing agents will never be allowed to use your personal data on their own initiative.

### **Minimal data processing** <sup>7</sup>

The personal information we collect is adequate and relevant for our purposes. We restrict our collection of your personal data to the minimum amount needed for the purposes for which we process personal data.

### **Automatic processing & profiling**

Copaco Screenweavers Ltd does not do any profiling, neither is there any question of fully automatic processing of your personal data.

### **How do we protect your data?** <sup>8</sup>

We provide necessary technical and organizational measures to guarantee the security of your personal data.

Organizationally we have a detailed information security policy, accompanying action plan, a privacy statement and clear responsibilities and powers. Necessary processes and procedures are also in place to implement and follow this policy optimally.

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<sup>5</sup>Article 13; article 5, para. 1(a); article 12, para.1; article 18, para. 1(a)

<sup>6</sup>Article 13; article 5, para. 1(a); article 12, para.1; article 19

<sup>7</sup>Article 13; article 5, para. 1(c); article 12, para.1

<sup>8</sup>Article 5, para. 1(f); article 24 paras. 1 and 2; article 32; article 5, para. 1(e); article 12, para.1

## What are your rights and how can you exercise them? <sup>9</sup>

As a concerned party you have various rights, these have been listed in the GDPR and include, i.a.

- *Right to inspect data*<sup>10</sup>
- *Right to change data*<sup>11</sup>
- *Right to delete data*<sup>12</sup>
- *Right to data transfer*<sup>13</sup>
- *Right of objection* <sup>14</sup>
- *Right to restrict processing*<sup>15</sup>
- **GDPR - Chapter III – Rights of concerned party**

These rights may be exercised free of charge by submitting a clear request to our administration. It should state the right to which you wish to appeal with explanations and how we can contact you. You may report this via: [privacy@copaco.be](mailto:privacy@copaco.be)

## Contact information <sup>16</sup>

All data will be included in Copaco Screenweavers Ltd files. As process controller we are responsible for compliance with our data protection policy in all our locations.

Responsible process controller: Copaco Screenweavers Ltd

Copaco Screenweavers Rijksweg 125 - 8531 Bavikhove Tel: +32 56 35 35 33 <a href="mailto:Info@copaco.be">Info@copaco.be</a>
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All regulations as imposed by the Commission for the Protection of Privacy (CPP) shall be followed by Copaco Screenweavers Ltd. If you do not agree with the way Copaco Screenweavers Ltd process your data, you may contact the Commission for the Protection of Privacy.

Drukpersstraat 35, 1000 Brussels  
Phone +32 (0)2 274 48 00 - Fax +32 (0)2 274 48 35  
[commission@privacycommission.be](mailto:commission@privacycommission.be)

<https://www.privacycommission.be/nl/contact>

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<sup>9</sup>Article 13; article 5, para. 1(a); article 5, para.1(d); article 12, para. 1

<sup>10</sup>Article 15; article 12, para. 1

<sup>11</sup>Article 16; article 12, para. 1

<sup>12</sup>Article 17; article 12, para. 1

<sup>13</sup>Article 20; article 12, para. 1

<sup>14</sup>Article 21; article 13; article 22; article 12, para. 1; article 18, para. 1(d)

<sup>15</sup>Article 18, para. 1(b); article 18, para.1(c)

<sup>16</sup>Article 13; article 5, para. 1(a); article 12, para.1;