**PRIVACY POLICY-** Klik of tik om tekst in te voeren.

Texet benelux, with registered office at 3200 Aarschot, Belgium, Nieuwlandlaan 97, company number (KBO) 0415.734.872 and RPR Leuven ("**TEXET**" or "**we**") is the data controller of the aforementioned processing as referred to in Article 4. 7 of the General Data Protection Regulation 2016/679 dated 27 April 2016 (“**GDPR**”).

TEXET will process your personal data in accordance with the applicable law, specifically the GDPR and subsequent privacy policy (“**Privacy Policy”**). This Privacy Policy, together with our cookie policy, will inform you about the processing of your personal data by TEXET. For more information on the use of cookies and the cookie configuration for our website, click here for our cookie policy: Klik of tik om tekst in te voeren. (“**Cookie Policy**”).

For questions, complaints or requests regarding (the processing of) your personal data, this Privacy Policy and/or our Cookie Policy, please contact us at info@texet.be. You can always lodge a complaint with the Data Protection Authority (DPA) about the processing of your personal data via <https://www.gegevensbeschermingsautoriteit.be/burger/acties/klacht-indienen>, contact@apd-gba.be or by mail (1000 Brussels, Drukpersstraat 35).

# Processing overview

|  |  |  |  |
| --- | --- | --- | --- |
| **What personal data do we collect?** | **How do we obtain it?** | **How long do we store it?** | **On what legal basis?** |
| **Browser and session data** | Directly from the data subject, through cookies | See our Cookie Policy: Klik of tik om tekst in te voeren.  | Your consent and our legitimate interests |
| **Contact, billing, and shipping information** | Via direct contact with or by the data subject and/or via third parties (in the case of certain online marketing) | As long as necessary for the processing purposes | Your consent, performance of a contract or our legitimate interests |
| **Selection and recruitment data** | Via direct contact with or by the person concerned |
| Via third parties (e.g., interim, selection and recruitment agencies) |

# Which personal data do we process, for what purpose and why?

**Browser and session data of the website users** We collect the following browser and session data by means of cookies when you use our website: the type of internet browser, the capacity of the user, language preference, date and time of your visit, domain name or website through which you reached our website, number of visits, IP address, average time spent on our website and the pages visited. More information about the cookie settings for our website can be found in our Cookie Policy: Klik of tik om tekst in te voeren..

**Why (purposes)?**

**This is allowed because of (legal basis):**

* technical and functional management of our website (essential and functional cookies);
* evaluating the effectiveness of our website and following the use and/or surfing behaviour of the users (analytical cookies);
* marketing and interaction on social media via the website (marketing cookies and social media plug-ins).
* our legitimate interests, particularly the provision of a secure and well-functioning website (essential cookies);
* the consent given by you (functional, analytical, and marketing cookies and social media plug-ins).

## **Contact, billing and shipping data of customers** We collect the following contact, billing and shipping information from customers (and/or their team) when you contact us (by phone, email, chatbot or via the contact form), place an order, request a quote, use our services, create a user account on our website or subscribe to our email list: your full name, age, gender and body measurements, job title, address, phone number, email address, billing and delivery address and payment information.

**Why?**

* to answer your questions or requests for information;

* negotiating or concluding (commercial) agreements with you;
* delivery and invoicing of your orders;

* improving our products, services, and customer service;
* complying with our legal and/or tax obligations, such as the creation of accounting records and invoices.

**This is allowed because of:**

* the consent given by you or your request to contact and transfer information;
* performance of an agreement concluded with you. Some data must be processed in order to provide our services;
* our legitimate interests, i.e., to be able to improve our products, services, and customer service;
* to comply with a legal obligation.

**Contact, billing and delivery data of future customers** We process the following data of future customers (and/or their team), which we have obtained via third parties (such as our marketing agency) in connection with your participation in a campaign and/or promotion relating to our services and/or products: your full name, age, gender and body dimensions, position, address, telephone number, e-mail address, billing and delivery address and payment data.

**Why? This is allowed because of:**

* prospecting new customers.
* the permission you give us, prior to your participation in the action and/or promotion.

**Contact and other data of our suppliers**  We collect, among other things, the following contact, and other data from our suppliers (and/or their team) when we negotiate and conclude commercial contracts with suppliers: your full name, address, telephone number, e-mail address.

**why? This is allowed because of:**

* use of services provided by our suppliers.
* performance of the agreement concluded with the supplier.

**Selection and recruitment data of applicants**  We collect the following selection and recruitment data, among other things, when you apply by e-mail and/or telephone or when this data is sent to you by temporary employment, selection, and recruitment agencies: your full name, address, telephone number, e-mail address, date of birth, curriculum vitae, and other documents and/or data that you send us in this connection.

**Why?**

* process, manage and, where appropriate, reply to incoming applications.

**This is allowed because of:**

* the consent given by you or your request to be contacted in the context of a vacancy and/or your application.

# Processing for direct marketing

We process the personal data of existing customers and business relations for direct marketing purposes of similar services and products by e-mail. This processing is done based on our legitimate interest, namely the promotion of similar services, products, seminars, and events.

For direct marketing to other categories of persons, permission will be requested prior to the processing of the personal data, for example when subscribing to our newsletter or after explicit acceptance of this Privacy Policy (e.g., via opt-in on our website).

Each person involved can at any time **withdraw** their consent for all purposes, including direct marketing, or **object** to the processing of their data for this purpose, by informing us of this on: 016/57.11.57 and/or info@texet.be (see also Section 7).

The absence or withdrawal of your consent for direct marketing will not have any negative consequences on our service to you or on your access to our website(tools).

# Retention period

TEXET does not store your personal data longer than necessary for the processing purposes or in accordance with our Cookie Policy, available at: Klik of tik om tekst in te voeren..

# Access to your personal data

texet will treat your personal data as confidential. Unless we are required to do so by law or a court order, we will not pass on your data to third parties.

We do sometimes use the services of third parties (see below), for example for the maintenance and hosting of our website or for marketing campaigns. These third parties may therefore have access to (some of) your personal data.

TEXET will enter into a processing agreement with these third parties (within the EEA) and/or will ensure that the necessary guarantees regarding transfer are available (outside the EEA). These third parties guarantee that they will take the necessary technical and organisational measures to protect your personal data appropriately and that they will only use your data for the purposes stipulated in this Privacy Policy and in conformity with the GDPR (in particular Article 28 and Chapter V thereof).

Your data will be transferred to the following third-party recipients within the EEA:

* Couldhosting (New Wave Group)
* CRM module (Lime)

Your data will be disclosed to the following third-party recipients outside the EEA:

* Google Analytics (Google LLC)
* DoubleClick Digital Marketing (Google LLC)

You can consult the written agreements with these recipients online or obtain a copy via TEXET.

# Protection measures

texet takes appropriate technical and organisational measures to protect your personal data against unlawful and/or accidental destruction, damage, or loss and against unauthorised processing, access or transmission.

# Your rights concerning your personal data and how to exercise them

With regard to your personal data, you have the right, without any charge, to:

# access and inspect your personal data and all information related to their processing;

# correct incomplete or incorrect personal data;

# erase your personal data and restrict its processing;

# object to (all or certain) purposes, so that TEXET stops this processing;

# withdraw your consent previously given by you;

# transfer your personal data to a new processor and/or person responsible for processing them and;

# file a complaint with the DPA (see above).

If you do not wish to give us permission to process your data and/or withdraw your previous permission, it is possible that:

* you will not have access to (all) the tools of our website,
* we will not be able to offer you all of our services,
* we will no longer be able to fulfil our contractual obligations towards you.

This will not affect the lawfulness of the processing based on your previous consent.

**In order to exercise the aforementioned rights, please submit your request and (a copy of) a valid proof of identity to TEXET by email at:** **info@texet.be****.** We will process your requests in exercise of your rights as soon as possible and at the latest within 5 working days.

# Changes to this privacy policy

This Privacy Policy was last updated on Klik of tik om tekst in te voeren.. TEXET reserves the right to change this Privacy Policy at any time, e.g., as a result of new tools on our website or to comply with legal, contractual and/or administrative provisions. Important changes will be announced on our website. Therefore, please check our website regularly.