

## Privacy Policy Otoconsult

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Company Number: **0888.394.492**  
Address: **Herentalsebaan 71, B-2100 Deurne**  
Email: **info@otoconsult.com**  
Phone number: **03/609.51.68**

Otoconsult finds the protection of privacy and data very important. With this privacy policy, we want to inform you about the processing of personal data. This privacy policy applies to all direct customers, visitors, suppliers and applicants. Otoconsult will process the personal data with respect for your privacy and in compliance with the applicable privacy laws.

We reserve the right to make changes to this privacy policy at any time. To stay informed of any changes, please consult this Privacy policy regularly.

This privacy statement was last modified on: 01/08/2019.

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## 1 WHICH PERSONAL DATA DOES OTOCONSULT PROCESS?

Customers/Supplier	Applicants
<ul style="list-style-type: none"> <li>▪ Identification</li> <li>▪ Occupation</li> <li>▪ Financial details of the company</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identification</li> <li>▪ Curriculum Vitae:               <ul style="list-style-type: none"> <li>▪ Personal characteristics</li> <li>▪ Education and training</li> <li>▪ Occupation</li> <li>▪ Leisure time activities</li> <li>▪ Images</li> </ul> </li> </ul>

## 2 CUSTOMERS/SUPPLIERS

### 2.1 Based on the implementation of an agreement

- **When applying for a quotation**  
Otoconsult processes personal identification data in order to make a proposal of our products and services.
- **When processing an order, follow-up of invoices and commercial appointments**  
For this purpose, we process personal identification data and professional data for the correct handling and follow-up of the order or delivery.

### 2.2 Based on legitimate interest

- **When dealing with a question, providing help and providing information at your request**  
You can contact Otoconsult via different channels. We only use personal data to give you answers to your questions.

## 3 APPLICANTS

### 3.1 Based on the implementation of an agreement

- **When applying**  
During the application process, Otoconsult processes personal data in order to obtain as much information about the profile of the applicant.

### 3.2 Based on your permission

- **When establishing a recruitment reserve**  
If Otoconsult is not looking for an applicant at the time of your application, we can request permission to keep your CV for future opportunities.

### 3.3 Based on legitimate interest

- **When performing competency tests during the application period**

To screen our applicants, Otoconsult can request an assessment of the candidate's competencies.

## 4 WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

Otoconsult does not share your personal information with any third party unless:

- Given permission
- Under regulatory or legal proceedings
- Request of judicial authorities

## 5 SECURITY OF YOUR PERSONAL INFORMATION

Otoconsult recognizes that the security of personal data is a part of data protection. Therefore, Otoconsult takes appropriate technical and organizational measures to protect your personal information from unauthorized processing or unauthorized access to prevent misuse.

## 6 SAFEKEEPING OF YOUR PERSONAL DATA

Otoconsult saves your personal information only for the minimum period required to fulfill the intended purposes. Unless the dispute is resolved or a longer retention period is required by law. Non-personal information can be stored without limitation in time according to statistical purposes.

## 7 COOKIES

Cookies are text files that are placed on your computer to collect standard internet logging information and behavioral information. This information is used to track the visitor behaviour of the website and to compile statistical reports about the website. More information about our use of cookies can be found in our cookie policy.

## 8 WHAT ARE YOUR RIGHTS AND HOW CAN YOU EXERCISE THEM?

### 8.1 How can you exercise your rights?

You can exercise your rights by sending an e-mail to [info@otoconsult.com](mailto:info@otoconsult.com). We will then have one month after receiving the notification to answer your request. The period of one month can possibly be extended after notice and explanation from our side.

For the sake of completeness, we inform you that if Otoconsult does not respond to your request or refuses to respond, you are always entitled to submit a complaint to the Data protection Authority, Drukpersstraat 35 in 1000 Brussels, Tel + 32 (0) 2 274 48 00, or via the e-mail address [contact@apd-gba.be](mailto:contact@apd-gba.be).

### 8.2 What are your rights?

- **Right of Access:**  
You can ask us which personal data, the origin, why we process and with whom we share your personal data.
- **Right to Rectification:**  
If information is not correct, you can ask us to correct it.
- **Right to delete your data:**  
If data is not lawfully processed or if your data is no longer needed than the purpose for which it was collected, you can ask us to delete your data.
- **Right to limitation of processing:**  
By limiting the processing of your personal data, your personal data can still be tracked, but its use is limited. When you have requested a processing restriction, we may only store your data. This means that no other transactions can be done with your data.
- **Right to object:**  
You have the right to object to the fact that your data is being processed.
- **Right to withdraw permission:**  
If the processing of your personal data is based on consent, you have the right to revoke this consent at any time.
- **Right of transferability of data:**  
You have the right to obtain the personal data provided by you and you have the right to transfer this personal data to another party.