

## **Privacy declaration**

This policy applies to O.K.T bvba. The head office of O.K.T bvba is located at Beyntellus 16/1 2360 Oud-Turnhout (Belgium), telephone +32 14 45 47 47. It applies to the website of O.K.T bvba and all other portal applications with which O.K.T bvba communicates.

In order to provide you and your company with the best possible service, it is essential that we keep and use contact information and other information about you at O.K.T bvba. We of course want to fully respect your privacy. We therefore strive to comply with the new European privacy legislation, the GDPR (General Data Protection Regulation) or AVG (General Data Protection Regulation). These regulations apply as of May 25, 2018.

### **The General Data Protection Regulation**

The official reference of the GDPR is: Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data. More information can always be found on the website of the Privacy Commission:

<https://www.privacycommission.be/nl/general-verordening-gegevensbescherming-0>

O.K.T bvba collects and uses personal data only for well-defined reasons. We always limit ourselves to what is really needed.

### **Processing data**

In the context of our contractual agreements, we obviously keep contact information to communicate with prospects, customers, suppliers and partners. We also use this information to further inform you about our services.

By means of the form on our website, via direct or telephone conversations or with other requests for information we give you the opportunity to provide us your contact details and your interests. Subject to your explicit approval, we will then use this information further to send you our newsletter or provide you with other information about our products and services.

Personal data that you, as a customer, entrust us with in order to process in your order, we obviously use exclusively for the assignment you clearly define. These data are never used for any other purpose.

We protect all collected personal data. Extra protective measures were taken for our ICT infrastructure.

Your data are recorded and processed with the utmost care to ensure that they are correct and up to date and we do not keep them for longer than is necessary for the intended purpose.

If O.K.T bvba makes use of external parties, partners or subcontractors for certain services, these will be thoroughly screened and instructed about their obligations regarding confidentiality and information security. If your data is entrusted to them, they will receive a clear order and these data will only be used for this purpose.

The necessary control mechanisms, software and manual, are available to monitor the quality of the data. Depending on the type of information, a storage period is determined, after which the collected data is completely and permanently removed. Personal data are stored and processed internally as much as possible.

They are only passed on to external parties within the framework of a proven partnership (for example, data that is necessary for the correct execution of a transport that we jointly set up with a partner and for which this data is also shared with the partner). The personal data listed here are never transferred outside the EU.

As a data subject you always have the right to be aware of the data we collect about you. You may request, correct or delete this completely. If you believe that O.K.T bvba does not lawfully deal with your personal data or violates the laws and regulations in any way, you have the right to file a complaint with the Privacy Commission.

#### Questions & contact details regarding the privacy statement

Questions about the processing that we do with your personal data or requests to correct, supplement or delete this data can be sent to [info@oktbvba.be](mailto:info@oktbvba.be) or by post to OKT BVBA Beyntellus 16/1 2360 Oud-Turnhout, accompanied by a motivation for your question. Your request will be fulfilled within four weeks, unless this period would be unreachable due to extra complications or unless there would be conflicts with the privacy of other persons or if the information would be prohibited by law. In such case, you will also receive an explanation within four weeks.

Even if you have given us permission to use your data, you can withdraw this permission at any time.

In certain circumstances you may also ask us to keep your data but not to process it further (for example in the context of a dispute or for further investigation). The GDPR also gives you the right to have your personal data transferred to another service provider. This can be applied to those personal data that you have provided directly to us.

We regularly update this statement so that it provides a correct picture of our intentions and our working method, which is always adapted to the regulations. We therefore suggest that you occasionally review this text when you visit our website or use our online services.

With all questions regarding personal data, you can contact the following e-mail address [info@oktbvba.be](mailto:info@oktbvba.be). Here you can reach the person whose primary task is to insure your rights.

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