

# FACT SHEET ON THE PROTECTION OF PERSONAL DATA

## NEO LEGIA SA

### 1. INTRODUCTION

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NEO LEGIA SA, with its head office at Avenue Jean Jaurès 50, 1030 Schaerbeek, and registered with the Crossroads Bank for Enterprises under the company number 0897.073.024, attaches great importance to the safe, transparent and confidential collection and processing of your personal data. More specifically, we endeavour to protect the data of our customers, subcontractors and suppliers in particular against damages, breaches, errors, unauthorised access or illegal processing.

This fact sheet on the protection of personal data is intended to inform you on the collection and processing of your personal data.

Please read this fact sheet carefully, as it contains important information on how we process your personal data and why we do so.

By sharing your personal data, you expressly confirm that you have read this fact sheet on the protection of personal data and you expressly accept the content and the processing itself.

### 2. SCOPE

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This fact sheet on the protection of personal data covers all the services we provide and, in general, all the work we perform.

### 3. CONTROLLER AND ITS COMMITMENTS

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NEO LEGIA SA, with its head office at Avenue Jean Jaurès 50, 1030 Schaerbeek, and registered with the Crossroads Bank for Enterprises under the company number 0897.073.024, is the controller for your personal data.

When collecting and processing your personal data, we comply with Belgian legislation on the protection of personal data, as well as the General Data Protection Regulation (GDPR) from its entry into force on 25 May 2018.

### 4. PERSONAL DATA

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Depending on your business and your relationship with our company, you will provide us with the following personal data: your identity data and contact details (name, title, address, e-mail address, telephone and mobile number). For some specific legal obligations

(electronic attendance record, "30bis" building notice), you may have to provide us with additional data in order to record your attendance (such as data from the electronic identity card or the Limosa number). When you like our company on social networks, your personal data is also shared with us.

We kindly draw your attention to the fact that you are responsible for all the data you provide us with and that we rely on its accuracy. Please inform us immediately if your data is no longer up to date.

While you are under no obligation to share your personal data, please understand that it will be impossible to offer you some services or to collaborate with if you do not consent to the collection and processing of this data.

## **5. PURPOSES OF THE PROCESSING AND LEGAL BASIS**

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### **5.1 Customer data**

As part of our services and businesses, we collect and process the identity data and contact details of our customers and clients, their staff, employees and agents, and any other useful contact person. The purposes of such processing include: the performance of contracts with our customers, customer management, management of potential and actual buyers of real estate, accounting and direct marketing operations, such as sending promotional or commercial information. The legal bases include: performance of the contract, compliance with legal and regulatory obligations (such as the Breyne Law, for example) and/or our legitimate interest.

### **5.2 Supplier and subcontractor data**

We collect and process the identity data and contact details of our suppliers and subcontractors, as well as their possible (sub) subcontractor(s), their staff, employees and agents, and any other useful contact person. The purposes of such processing include: the performance of this contract, supplier/subcontractor management, accounting and direct marketing operations, such as sending promotional or commercial information. The legal bases include: the performance of the contract, compliance with legal and regulatory obligations (such as compulsory electronic attendance recording, "30bis" building notice", the list of attendance or other obligations imposed under public procurement contracts, etc.) and/or our legitimate interest (for direct marketing, for example). For electronic attendance recording, data from the electronic identity card or the Limosa number are also processed if necessary. For direct email marketing actions (such as newsletters or invitations to events), the data subject's authorisation will always be requested and may be withdrawn at any time.

### **5.3 Staff data**

We process the personal data of our workers in the context of our HR management and payroll administration activities. Given its specific nature, this processing is more fully regulated in a Data Protection Policy for Workers.

## 5.4 Other data

In addition to the data of our customers, suppliers/subcontractors and staff, we also process the personal data of other people, such as potential new customers/prospects, useful contacts within our sector, network contacts, expert contacts, etc. This processing is carried out to serve our direct marketing and public relations activities. The legal basis is our legitimate interest or, in some cases, the performance of a contract.

We process the personal data of minors (under the age of 16) only if a parent or legal guardian has given us written permission to do so.

## 6. DURATION OF DATA PROCESSING

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We store and process personal data for the necessary period, based on the purposes of the processing and the (contractual or non-contractual) relationship we have with you.

In any case, the data of our customers and suppliers/subcontractors will be deleted from our systems once a period of seven years has expired following the last use of this data, the contract termination, or the project completion, except in situations where we are required to retain personal data for longer due to specific legislation or in the case of an ongoing dispute for which the personal data needs to be kept.

## 7. RIGHTS

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In accordance with and pursuant to the provisions of Belgian legislation on the protection of privacy and the provisions of the General Data Protection Regulation, please note that you have the following rights:

- Right of access and query: you have the right to view, free of charge, the data that we hold about you and to check for what purposes it is used.
- Right of rectification: you have the right to obtain the rectification (correction) of erroneous personal data concerning you, and to complete incomplete personal data.
- Right to data erasure or restricted processing: you have the right to ask us to delete your personal data or to restrict the processing of this data in the circumstances and under the terms stipulated in the General Data Protection Regulation. We may refuse to delete or restrict the processing of personal data which we need to comply with a legal obligation, perform the contract or achieve our legitimate interest, as long as the data in question is necessary for the purposes for which it has been collected.
- Right to data portability: you have the right to receive the personal data you gave us in a structured, commonly used and machine-readable format. You are entitled to forward this data to another controller.

- **Right to object:** you have the right to object to the processing of your personal data for serious and legitimate reasons. Please note, however, that you cannot object to the processing of personal data which we need to comply with a legal obligation, perform the contract or achieve our legitimate interest, as long as the data in question is necessary for the purposes for which it has been collected.
- **Right to withdraw consent:** if the processing of personal data is based on prior consent, you have the right to withdraw this consent. This means that this personal data will be processed only if we have another legal basis to do so.
- **Automatic decisions and profiling:** we confirm that the processing of personal data does not involve profiling and that you will not be the subject of fully automated decision-making processes.

You may exercise the aforementioned rights by contacting NEO LEGIA, e-mail : [privacy@neolegia.be](mailto:privacy@neolegia.be).

We make every effort to process your personal data meticulously and lawfully, in accordance with the applicable regulations. However, should you believe that your rights have not been respected and that our company has failed to take your concerns seriously, you are free to lodge a complaint with:

Data Protection Authority Rue de la Presse 35, 1000 Brussels Tel: +32 (0)2 274 48 00  
Fax: +32 (0)2 274 48 35 E-mail: [commission@privacycommission.be](mailto:commission@privacycommission.be)

You may also take legal action if you believe that the processing of your personal data has caused you damage.

## **8. SHARING WITH THIRD PARTIES**

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Some of the personal data that we have collected will be shared with and may be processed by third-party service providers, such as our IT supplier, accountant, auditor, our internal and external sales agents, as well as by the State (for example, in the case of the "30bis" building notice, the electronic recording of attendance or for the award of public procurement contracts).

One or more of the above third parties may be located outside the European Economic Area ("EEA"). However, personal data will only be shared with third countries with an adequate level of data protection.

The workers, managers and/or representatives of the aforementioned service providers or institutions, as well as the specialised service providers appointed by them, are required to respect the confidential nature of your personal data and may only use this data for the purposes for which they were provided.

If necessary, your personal data may be shared with other third parties. This may happen if, for example, our company is totally or partially reorganised, ownership of our business is transferred to another company, or we file for bankruptcy. Your personal data may also have to be shared following an injunction or in order to fulfil a specific legal obligation. In the latter case, we will endeavour wherever possible to inform you beforehand that your data is being shared with other third parties. We trust, however, that you will acknowledge and understand that this may not always be technically or commercially feasible in certain circumstances, or that legal limitations may apply.

We will not sell your personal data under any circumstances, nor will we make it available to direct marketing agencies or similar service providers, unless you have given us your consent to do so beforehand.

## **9. TECHNICAL AND ORGANISATIONAL MEASURES**

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We take the necessary technical and organisational measures to process your personal data with a sufficient level of security and to protect it against unlawful destruction, loss, falsification, alteration, unauthorised access or accidental disclosure to third parties, as well as any other unauthorised processing of this data.

Under no circumstances may NEO LEGIA SA be held liable for any direct or consequential damage resulting from the incorrect or unlawful use of personal data by a third party.

## **10. THIRD-PARTY ACCESS**

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We authorise our workers, employees and agents to access your personal data in order to process it. We guarantee a similar level of protection by imposing contractual obligations on these workers, employees and agents which are comparable to those described in the fact sheet on personal data protection.

## **11. MORE QUESTIONS?**

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If, after having read this fact sheet on personal data protection, you still have questions or comments concerning the collection and processing of your personal data, feel free to contact NEO LEGIA, either by post at Avenue Jean Jaurès 50, 1030 Schaerbeek (Belgium), or by e-mail at [privacy@neolegia.be](mailto:privacy@neolegia.be).

**Drawn up at Schaerbeek, on 24 February 2020**

**This fact sheet on personal data protection is valid in its current form until the next modification.**