

Sicoplan Privacy Policy

Sicoplan NV understands the importance of the privacy of its customers and the protection of their personal data. Present policy outlines the handling and processing of the personal data we collect. With this declaration, we explain how we take care of your personal data within our company.

We comply with the applicable data protection laws, such as the General Data Protection Regulation (GDPR) 2016/679 and national data protection laws. These data protection laws relate to the protection of your personal data and grants you rights in respect of your personal data.

This policy aims to tell you which personal data we collect from you and how your data will be used to ensure you the proper handling of your data.

Sicoplan NV as a controller – Data Protection Officer

As member of the Siempelkamp Group, Sicoplan NV is a controller for handling your data. As such, we take the necessary technical and organizational measures to protect your personal data.

To emphasize the importance of your privacy we have also assigned a Data Protection Officer (DPO).

Activities

Consultancy and engineering services in support to our mother company Siempelkamp GmbH are our main and sole activities.

Website & Cookies

We use our website to inform you about our services, projects, etc.

We only use strictly Necessary Cookies. These cookies are essential in order to enable you to move around the website and use its features.

Cookies are text files, which contain small pieces of information, sent by a web server to a web browser, which allows the server to uniquely identify the browser on each page. They will be stored on your computer, tablet or phone when you visit a website.

What personal data do we collect?

We receive and handle data from suppliers, partners, other companies etc. and their personal in the context of a contract or pre-contractual situation.

The data is general identification data:

- Company
- Street, House number
- Postal code, City
- Name
- Given name
- E-mail
- Phone number
- Optional: Mobile phone

Why do we collect this data?

In order to provide our services we need the above data for our day-to-day work. According to the GDPR this processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

We use the data for the following purposes:

- Professional contacts by phone, mobile, email etc.
- Services to your company and employers

How do we collect the data?

Different possibilities:

- Coming from our mother company Siempelkamp GmbH (new/running projects)
- Personal, Phone or mail contact
- Partner contacts

How long do we keep the data?

As long as there is a contract between your company and Sicoplan NV or Siempelkamp GmbH, we will keep the personal data. At the end of this contract, we will keep the data for another 7 years. You can ask us to delete the data earlier if there is no legal obligation on the information, which prohibits us to exhibit this.

Transfer of your personal data

Sicoplan NV does not transfer your personal data to third countries located outside the European Economic Area. We do not sell or rent your data to people or organizations, which are not member of Sicoplan NV or the Siempelkamp Group.

If we use an external processor, we will always make sure that the processor treats the data with the same security measures. Processors will always have a processor agreement with the necessary clauses as stated within the GDPR.

Minimal Data processing

We only collect the minimum personal data we need for delivering our services.

Automatic processing & profiling

Sicoplan NV does not use profiling nor do we use automatic processing on your personal data.

Security of the data?

Sicoplan NV is committed to trying to make sure that your information is secure. We have implemented reasonable technical and organizational measures to secure your personal data from accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, personal data transmitted, stored or otherwise processed.

Rights as a data subject?

Your rights as also mentioned in the GDPR:

- *Right of access*

- *Right to rectification*
- *Right to erasure*
- *Right to data portability*
- *Right to object*
- *Right to restriction of processing*
- *GDPR - Chapter III – Rights of the data subject*

You can execute your rights by contacting us using: dpo@Sicoplan.be , your request or questions will be handled by our Data Protection Officer.

Contact Information

Sicoplan NV

Koningin Astridlaan 46

8930 LAUWE

info@sicoplan.be

Sicoplan NV processes personal data following the rules within the applicable data protection laws. If you disagree with the processing activities of Sicoplan NV, you also have the right to make a complaint and send this to the Belgian Data Protection Authority.

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