

Privacy Policy

Your personal data is processed by:

TMC Machines nv

Paddevijverstraat 57, 8900 Ieper

info@tmc-machines.be

+32 57 228039.

Personal data we collect

You have provided us with the following information: NAME, EMAIL ADDRESS, TELEPHONE NUMBER,. Bank account number, VAT number

Your personal data will only be processed in accordance with the stipulations set forth by the General Data Protection Regulation which will take effect on May 25, 2018.

Processing objectives

We process your personal data for the following objectives:

- to prepare a business contract (negotiations, to make an offer,...)
- to enter into an agreement
- to deliver an order
- to process an invoice
- to follow-up on payments
- to carry out after sales services
- to inform about certain actions that could be an addition to the agreement we engaged into with you.

We are allowed to process your personal information on the basis of the execution of our agreement.

We will inform you in due time should the list above undergo changes.

Retention

We will retain your personal data as long as is necessary to conclude our client – supplier relationship. With this in mind we will store your data for an additional 10 years after sale to fulfill our after sales services.

Safety measures

Computer

Access to your data is restricted to our employees, and is only granted when it is needed within the framework of a current, future or past agreement/contract.

The computer that stores your personal data is password protected, and equipped with antivirus software.

Archive

Your data is also stored in a paper archive that we retain for after sales purposes.

This archive is only accessible to our personnel, and only when needed within the framework of a current, future or past agreement/contract.

This archive is kept behind lock and key.

We will protect your data from unrestricted access, and processing to the best of our abilities, and with the help of reasonable technical, physical and administrative measures, e.g. antivirus, passwords, clean desk policy, restricted access to archive,...

The efforts that we commit to, we also demand of our suppliers.

Transfer to third parties outside of the EU

Your personal data will not be transferred to third parties outside of the EU,

Rights

- **Access**
 - You have the right to access your data at any time, and the right to know what your data is being used for.
- **Correction, deletion, and limitation**
 - You have the right to ask us to amend, complete or to delete your personal data. You may also ask us to delete your data when it is being processed outside the framework of contractual obligations and objectives. In case of deletion, you acknowledge that certain products and services will no longer be available to you. In certain cases, you can also ask us to limit processing your data.
- **Right to object**
 - In case of compelling and legitimate reasons, you also have the right to object to us processing your data. In addition, objecting to your data being used for marketing purposes can be done without express motivation.
- **Right to data portability**
 - You have the right to obtain the personal data we have processed of you in a structured, commonly used and machine readable form. Upon your request, we will also (provided this is technically possible) transmit your data to another organization or company.
- **Right to withdraw consent**

- When your data is being processed on the basis of a previous consent, you have the right to withdraw this consent at any time.

In the unlikely case that your data is compromised, we will inform you as quickly as possible, and take any and all measures to contain and minimize the spread of your personal information.

All requests and questions you may have pertaining to our privacy policy can be directed to the person responsible for GDPR: Pensee Stephanie, info@tmc-machines.be

If you still believe we are unlawfully processing your data, or if you take issue with the manner in which we process your data, you can file a complaint with the Belgian authority listed below.

Belgische Gegevensbeschermingsautoriteit/Commissie voor de bescherming van de persoonlijke levenssfeer, Drukpresstraat 35

1000 Brussel

commission@privacycommission.be

+32 2 274 48 00