

Privacy Policy - Proposal

Last updated: 20 November 2019

Introduction

This privacy policy ("Privacy Policy") applies to the processing of your personal data by LAB62. You will find below detailed information about how we collect, use, disclose, transfer and store your personal information and how to exercise your rights.

LAB62 is committed to protecting and respecting the personal data that it collects and processes. In this context, LAB62 complies with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC ("GDPR") and the Belgian Act of 30 July 2018 on the protection of natural persons with regard to the processing of personal data.

Who are the data controllers of your personal data?

Your personal data is processed by BC MANAGEMENT SERVICES SRL ("BC Management Services", "LAB62", "we" or "us") having its registered office at Avenue De Tervuren 62, 1040 Etterbeek, Belgium, registered with the Crossroads Bank for Enterprises under number BE 0737.570.776.

LAB62 is the "data controller" for the purposes of applicable data protection laws.

If you have any questions or concerns about how we treat and use your personal data, or would like to exercise any of your rights below, please contact us at info@lab62.org or by writing us at:

LAB62
Avenue de Tervuren 62
1040 Brussels
BELGIUM

What is personal data?

"Personal data" means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

What data do we collect?

By accessing and surfing on our website (www.lab62.org) or by interacting with us by any other means (email, phone or otherwise), you are informed that we collect and treat your following personal data:

- your IP address which is automatically detected by the server for each of your visits to the website;
- your name, organization, phone numbers, private/professional email address, job title, name of business, business address, invoicing details, credit card information, if you submit a contact form on our Website, and / or if you already booked a space at

LAB62 and your user profile has been activated and / or if you have freely transmitted us this information by any other means (email, phone, etc.);

- any other information that you have voluntarily transmitted to us;
- information concerning web pages visited on the Website.

Why do we process personal data?

The purpose for which we use your personal data and the legal basis under data protection laws on which we rely to do this are as follows:

- If you have given us your **consent** to use it by submitting a contact form to receive communications and/or to interact with you;
- If it is necessary for the **performance of any contract** you have concluded/ you intend to conclude with us;
- If it is necessary for **compliance with a legal obligation**. This includes when you exercise your legal rights under data protection law, to verify your identity;
- If it is necessary for our **legitimate interest** such as the improvement of our website.

How long do we retain your personal data?

We retain your personal data as long as necessary to fulfil the purpose(s) for which we collected it and as long as we need it to meet our legal obligations. We may keep data for longer to establish, exercise, or defend our legal rights and the legal rights of our clients.

Who may access your personal data?

We want to be clear to we do not sell your personal data.

We may share your personal data with:

- Any third-party that process/store your data on our behalf such as entities that provide payment services for the purpose of booking a conference room, cloud computing services or IT services to us. All our service providers with who work with are under contract with us and respect the GDPR. We only provide them with the data they need to perform the service they perform for us;
- Any other party if we are legally obliged to do so by law.

Locations of processing

Where possible, personal data resides within the EU territory but may be transferred to, and stored at, a destination outside the EU. It may also be processed by staffs operating outside the EU who work for one of our suppliers. We will take all reasonable steps to ensure that your data is treated securely, in accordance with this privacy statement.

We have taken steps to ensure all personal data is provided with adequate protection and that all transfers of personal data outside the EU are done lawfully. Where we transfer personal data outside of the EU to a country not determined by the European Commission as providing an adequate level of protection for personal data, the transfers will be under an agreement which covers the EU requirements for the transfer of personal data outside the EU.

Your rights

You have the following rights in respect of the processing of your personal data:

- To request access to your information (i.e. to receive a copy of same);
- To have your information corrected, if it is inaccurate or not up to date (please note that personal data transmitted to us via the booking platform on our website may be directly corrected by you via the same platform);
- To have your information erased, although such right may be limited in view of our legal obligations;
- To receive free of charge a copy of your information in a structured, commonly used and machine-readable format, and to transmit it to another data controller (i.e. the right to data portability);
- To object to processing of your information and to restrict processing of your information, although such right may be limited in view of our legal obligations;
- To withdraw your consent at any time, for any of the purposes for which we collected your personal data.

To exercise any of these rights, please contact us at info@lab62.org or by writing to us at:

LAB62
Avenue de Tervuren 62
1040 Brussels
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Security

We take the security of your personal data very seriously and we do our best to protect it and prevent any unauthorized access. We use strict procedure and security features to secure your personal data. Our staff is also well informed on data protection, confidentiality, and security.

Unfortunately, the transmission of information via the internet is not and cannot be completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to us through our website; any transmission is at your own risk and, except in the case of fraud or malicious intent, we decline any and all liability in this respect. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorized access.

Security Breaches

Every effort has been taken to prevent such an occurrence but in the unlikely event of a security breach, the individuals involved will immediately be notified of the extent of the incident and what remedial actions are being taken. The LAB62 management team will also be informed and measures will be taken to ensure that future occurrences are prevented.

Cookies

Our website uses cookies, as almost all websites do, to help us to provide you with the best experience we can. Cookies are small text files that are placed on your computer or mobile device when you browse websites.

Our cookies help us:

- Make our website work as you would expect;
- Remember your settings during and between visits;
- Improve the speed/security of the website;
- Allow you to share pages with social networks like Facebook, if you choose to;
- Continuously improve our website for you.

We do not use cookies to:

- Collect any sensitive information (without your express permission);
- Pass data to advertising networks;
- Pass personally identifiable data to third parties;
- Pay sales commissions;

Third party functions

Our site, like most websites, includes functionality provided by third parties. An example of a third-party functionality on our website is the online booking platform, which is provided by VCita. Disabling these cookies will likely break the functions offered by these third parties.

Granting us permission to use cookies

If the settings on the browser you are using to view this website are adjusted to accept cookies, we take this, and your continued use of our website, to mean that you accept our use of cookies. Should you wish to remove or not use cookies from our website you can adjust your browser settings, however doing so will likely mean that our site will not work as you would expect.

It may be that your concerns around cookies relate to so called “spyware”. Rather than switching off cookies in your browser you may find that anti-spyware software achieves the same objective by automatically deleting cookies considered to be invasive.

Complaints

We hope that you won't ever need to, but if you intend to make a complaint about our processing of your personal data, please send us an email with the details of your complaint to info@lab62.org . We will investigate and respond to any complaints we receive. You can also send us a letter, to the attention of LAB62, 62 avenue de Tervuren, 1040 Brussels.

LAB62 commits to answer you within one month after the reception of your request to inform you:

- About the measures taken to positively answer your query, **or**;
- In more complex cases, about the necessity to extend the delay to process your request and why we need this delay, **or**;
- About the reasons why we would reject your request. In such case, you have the right to lodge a complaint with your local data protection authority.

Changes to our privacy statement

We reserve the right to amend and update this Privacy Policy at any time. Changes will be posted on this page and, when appropriate, notified to you by email. Please check back regularly to see if there have been any updates or changes to our Privacy Policy.

Applicable law and jurisdiction

Any litigation in regard to the interpretation or execution of this Privacy Policy will be subject to Belgian Law and subject to exclusive jurisdiction of the courts of the Brussels Judicial District.