

Privacy Notice

Ninatrans NV

1. General Information

In the context of the new European legislation, General Data Protection Regulation (GDPR), we inform you of our policy regarding the processing of your personal data.

Your personal data may be processed by Ninatrans NV. We will always treat your personal data with the utmost care. Further on in this Privacy Notice you will find the necessary information regarding the processing of your personal data.

If you have any questions or remarks regarding the processing of your personal data, you can contact our data controller:

Name: Dormaels

First name: Jonas

Address: Geldenaaksebaan 489, 3001 Heverlee

E-mail: gdpr@ninatrans.com

Tel: +32 (0)16 15 12 15

You can also always contact the data protection authority via:

commission@privacycommission.be

2. Processing of personal data

Some of your personal data may be processed:

- This is always done in the context of your relationship with Ninatrans NV;
- We limit it to the data strictly necessary to provide a good service;
- We may share your data with third parties. This is always done in the context of our services;
- Ninatrans NV and any third parties will treat your personal data confidentially and with the utmost care.

2.1. Which personal data are processed:

As a part of the relationship between you and Ninatrans NV, the following personal data may be processed:

- Personal identification data:
 - g. Name, first name, address, ...
- Financial identification data:

- g. Account numbers, ...
- Electronic identification data:
 - g. E-mail address, ...
- Professional identification data:
 - g. Professional activity, current job, title, ...

If you work for an organisation or company that has a contractual relationship with Ninatrans NV (e.g. supplier, customer, ...), we will process your business data (e.g. business e-mail address, business phone number, ...) and personal data (e.g. name, first name, ...) in the context of the execution of this contractual relationship.

2.2. Purpose of the processing

Regarding the relationship between you and Ninatrans NV, personal data may be processed for the following purposes:

- Customer administration
- Supplier administration
- Accounting operations
- Dispute management
- Execution of agreements

If you work for an organisation or company that has a contractual relationship with Ninatrans NV (e.g. supplier, customer, client, ...), we may use your data in the context of the execution of this contractual relationship.

2.3. Duration of the processing

Ninatrans NV will only retain your data for the period necessary for the purposes of achieving and fulfilling the objectives under 2.2., unless a longer retention period is required or justified by law or any other legal obligation.

3. Transfer of your data to third parties

In certain cases, your personal data may be passed on to third parties. More specifically:

- To companies cooperating with Ninatrans NV (e.g. subcontractors, service providers, etc.);
- To competent authorities within the framework of legal and regulatory obligations.

3. Data subject rights

Within the framework of the General Data Protection Regulation, you are granted a number of rights with regard to the processing of your personal data. These are:

- Right of access to and copy of data
- Right of rectification of data
- Right to have the data deleted (right to be forgotten)

- Right to limitation of processing
- Right to transferability of data

If you have any questions about these rights or wish to exercise, please contact our data controller (**gdpr@ninatrans.com**) or the Data Protection Authority (**commission@privacycomission.be**).

4. Contact details of the data controller

If you have any questions regarding the processing of your personal data, the exercise of your rights as a concerned party or if you need information about our privacy policy, please contact our data controller. You will find his contact details below:

Date controller

Name: Benny Smets

Function: CEO

Address: Geldenaaksebaan 489, 3001 Heverlee

E-mail: **gdpr@ninatrans.com**

Tel: +32 (0)16 15 12 31

5. Complaints

If you are dissatisfied with our way of dealing with your personal data, you may contact our data controller (**gdpr@ninatrans.com**) or the Data Protection Authority (**commission@privacycomission.be**).

6. Final term

We hope to have informed you sufficiently about the way in which we handle your personal data.

If you have any questions about our privacy policy, about exercising your rights or about other personal data related matters, do not hesitate to contact us.

Ninatrans NV

Geldenaaksebaan 489, 3001 Heverlee

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