

Privacy Notice

ETS. TRANSPORTS M. COLLIGNON

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 Ets. Transports M. Collignon enterprise. 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 the Top Management at the following address: Rue du Tronquoy, 25, 5380 Fernelmont. Phone number: 081588137. Email: info@transport-collignon.be

You can also always contact the data protection authority via:
< commission@privacycommission.be >

2. Processing of personal data

We may process some of your personal data.

- This is always done in the context of your relationship with Ets. Transports. M. Collignon.
- 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;
- Ets. Transports and any third parties will treat your personal data confidentially and with the utmost care.

2.1. Which personal data are processed?

As part of the relationship between you and Ets. Transports M. Collignon the following personal data may be processed:

- Personal identification data:
 - E.g. Name, First name, Address, National Registration number, internal identification number, etc.....
- Financial identification data:
 - E.g. Account numbers ,..
- Electronic identification data:
 - E.g. E-mail address, etc....
- Professional identification data:
 - E.g. Professional activity, current job, function, diploma, certificate of vocational training, passport of competence, etc ...
- Physical data:
 - dress sizes for workwear

- Health data:
 - o Medical visits, disability certificates, etc ...
- Etc.....

If you are an employee of an organisation or company that has a contractual relationship with Ets. Transports M. Collignon (e.g. supplier, customer, client, ...), we will process your business data (e.g. business e-mail address, business phone number, ...) and personal data (e.g. surname, first name, ...) in the context of the execution of this contractual relationship.

2.2. Purpose of the processing

Regarding the relationship between you and Ets. Transports M. Collignon, personal data may be processed for the following purposes:

- Customer administration/customer management
- Supplier administration/supplier management
- Accounting operations
- Dispute management
- Execution of agreements
- Etc....

If you are an employee of an organisation or company that has a contractual relationship with Ets. Transports M. Collignon (e.g. supplier, customer, client, ...), we may use your data in the context of the execution of this contractual relationship.

2.3. Duration of processing

Ets. Transports M. Collignon 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 another 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 in the framework of activities linked to the work of Ets. Transports M. Collignon (e.g. subcontractors, service providers, etc.);
- To competent authorities within the framework of legal and regulatory obligations.

4. Data subject's 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 and copy of data
- Right of rectification of such 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 or wish to exercise these rights, please contact our Top Management (info@transport-collignon.be) or the Data Protection Authority (commission@privacycommission.be).

5. 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 party concerned or information about our privacy policy, please contact our Top Management. You will find all the necessary details at point 1.

6. Complaints

If you are dissatisfied with our way of dealing with your personal data, you may contact our Top Management (info@transport-collignon.be) or the Data Protection Authority (commission@privacycommission.be).

7. 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, exercising your rights or other personal data related matters, do not hesitate to contact us.

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