

We understand that your trust in us is the most important asset of NOVA REPERTA (hereinafter referred to as "NOVA REPERTA", "we" or "us"). Your privacy is therefore essential to us. This privacy statement (hereinafter referred to as "Privacy Statement") applies, inter alia, to (i) our website <https://www.duvalunioninnovativemarketing.be> (hereinafter referred to as the "Website") and (ii) all (commercial) relationships between NOVA REPERTA and its customers, prospects and business partners.

NOVA REPERTA wishes to emphasise that it always endeavours to act in accordance with (i) the Belgian Privacy Act of 8 December 1992 on the protection of privacy with regard to the processing of personal data and/or (ii) the EU Regulation of 2016 on the protection of individuals with regard to the processing of personal data concerning the free movement of such data and repealing Directive 95/46/EC. This Privacy Statement contains, inter alia, information about the personal data collected by NOVA REPERTA as well as the way in which NOVA REPERTA uses and processes these personal data.

Visiting the Website and creating an account implies your explicit consent (by means of communication of your personal data or opt-in) to the Privacy Statement and thus to the way in which we collect, use and process your personal data.

Please read this Privacy Statement in conjunction with the cookie policy of NOVA REPERTA.

Types of personal data

NOVA REPERTA may collect and process the following personal data:

- Name
- First name
- Company address
- E-mail address
- Telephone number (fixed/gsm)
- Username
- Password
- Company name
- Administrative company data
- Information concerning the use you make of the NOVA REPERTA Website (hereinafter referred to as the "Website") (including but not limited to IP address, browser type, the web page you visited when accessing the Website)
- Communication preference
- Correspondence data with and based on NOVA REPERTA

NOVA REPERTA also automatically collects anonymous information regarding your use of the Website. For example, NOVA REPERTA will automatically log which parts of the Website you visit, which web browser you use, which website you visited when you accessed the Website, as well as your IP address. We cannot identify you from this data, but it allows NOVA REPERTA to compile statistics about your use of the Website and to send more targeted communications.

Method of collecting personal data

These personal data are collected at or within the framework of:

- A cooperation with NOVA REPERTA
- Visit of the Website
- Subscribing to the newsletter (whether or not via the Website)
- Correspondence with and emanating from NOVA REPERTA
- Requesting an offer
- Exchanging business cards
- The personal data collected by NOVA REPERTA are thus expressly and voluntarily provided by you.

Use of personal data

NOVA REPERTA may use your personal information for:

- The creation of an account and its confirmation
- The implementation of an agreement with NOVA REPERTA
- Providing the services of NOVA REPERTA
- Providing support

- Sending targeted marketing and advertising, updates and promotional offers based on your communication preference and explicit consent
- Sending invoices and collecting payments
- Optimising the quality, management and content of the Website
- Statistical purposes
- Drawing up an offer
- Conducting customer satisfaction surveys, surveys and other market surveys

Disclosure of personal data to third parties

NOVA REPERTA will not disclose your personal data to third parties, except when necessary in connection with the provision of NOVA REPERTA services and their optimisation (such as, but not limited to, maintenance work, payment processing, database management). If it is necessary for NOVA REPERTA to disclose your personal data to third parties in this context, the third party in question is obliged to use your personal data in accordance with the provisions of this Privacy Statement.

However, without prejudice to the foregoing, NOVA REPERTA may disclose your personal information:

To the competent authorities (i) when NOVA REPERTA is required to do so by law or in the context of judicial or future legal proceedings and (ii) to safeguard and defend our rights;

If NOVA REPERTA or substantially all of its assets are acquired by a third party, in which case your personal information - which NOVA REPERTA has collected - will be one of the transferred assets; With a view to detecting similar profiles such as yours, unless you have expressly objected to this. In all other cases, NOVA REPERTA will not sell, rent or transfer your personal data to third parties, unless (i) it has obtained your consent and (ii) it has entered into a data processing agreement with the third party in question, which includes the necessary guarantees regarding confidentiality and privacy compliance of your personal data.

Storage of personal data

Unless a longer retention period is required or justified (i) by law or (ii) by compliance with another legal obligation, NOVA REPERTA will only retain your personal data for the period necessary to achieve and fulfill the purposes described in the Privacy Statement under 'Use of Personal Data'.

Your privacy rights

If you wish to exercise your privacy rights, as stated below, please complete the form to exercise your privacy rights and send it to NOVA REPERTA by email or post:

- Right of access to the personal data that NOVA REPERTA may hold about you;
- Right to rectify, complete or update your personal data;
- Right to have your personal data deleted ('right to be forgotten');
- Right to restrict the processing of your personal data;
- The right to the transferability of your personal data;
- Right to object to/against the processing of your personal data.
- In principle, you can exercise these rights free of charge using the form above.

If you no longer wish to receive newsletters or information about our services, you can unsubscribe at any time by clicking on the "unsubscribe" button provided at the bottom of every e-mail from NOVA REPERTA.

Security of personal data

NOVA REPERTA is committed to taking reasonable, physical, technological and organizational precautions to prevent (i) unauthorized access to your personal information, as well as (ii) loss, misuse or alteration of your personal information.

NOVA REPERTA will keep all personal data it has collected in the cloud (with data center(s) within the EU).

Notwithstanding the security policies of NOVA REPERTA, its controls and actions, an infallible level of security cannot be guaranteed. No method of transmission or transmission over the Internet, nor any method of electronic storage is 100% secure, so NOVA REPERTA cannot guarantee absolute security in this context.

Finally, the security of your account will also depend on the confidentiality of your password in order to access certain parts of the website. NOVA REPERTA will never ask for your password so you are under no obligation to disclose it yourself. However, if you have disclosed your password to a third party - for example, because that third party has indicated that it offers your additional services - that third party will use your password to gain access to your account and your personal data. In that case, you yourself are liable for the actions taken through the use of your account. NOVA REPERTA strongly recommends that if you determine that someone has accessed your account, change your password immediately and contact us.

Cross-border processing of personal data

Any transfer of personal data outside the European Economic Area (EEA) to an addressee residing or having its registered office in a country not covered by an adequacy decision issued by the European Commission will be governed by provisions of a data transfer agreement, which will include (i) the standard contractual clauses, as set out in the 'Decision of the European Commission of 5 February 2010 (Decision 2010/87/EC)', or (ii) any other mechanism pursuant to privacy laws or any other regulations governing the processing of personal data.

Update Privacy Statement

NOVA REPERTA may update this Privacy Statement by posting a new version on the Website. In this context, it is strongly recommended that you regularly consult the Website and the relevant page on which the Privacy Statement is displayed to ensure that you are aware of any changes.

Other websites

The Website may contain hyperlinks to other websites. In no event is NOVA REPERTA responsible for the privacy policies or practices of any third party.

Complaints

If you have complaints regarding the way NOVA REPERTA collects, uses and/or processes your personal data, you can lodge a complaint with the Privacy Commission.

Contact NOVA REPERTA

If you have any questions about the Privacy Statement or how NOVA REPERTA collects, uses or processes your personal data, please contact us:

By e-mail: info@novareperta.com

By post: NOVA REPERTA, Cantersteen 47, 1000 Brussels