**General Privacy Declaration**

**GENERAL**

**Company Information**

Advionics NV (hereinafter named “company”) is part of the Belgian IE Group. This privacy declaration is uniformly valid for **Advionics NV**. Visit the website www.advionics.be for more information and contact details.

**Your privacy matters**

In the course of normal business, Advionics processes personal data of clients, suppliers, visitors, applicants and employees. We do not sell data to third parties, nor do we gather personal data as a central part of our commercial activities. The data only serve to support normal business processes.

These data are protected under the European regulations on privacy, the General Data Protection Regulation (GDPR). Under this legislation the data subject has certain rights that are described in this document, together with our general treatment of personal data.

If you are a client, supplier, visitor, applicant of Advionics, and you have not yet received a more specific privacy declaration, please email your contact at Advionics or our GDPR responsible ( gdpr@advionics.be ).

**Protection of personal data**

We treat all personal data in accordance with the requirements of the GDPR. This includes collecting minimal data, protecting it appropriately and having the necessary procedures in place to allow the data subjects to exercise their rights.

Personal data are only accessible to employees that need them for the execution of their tasks.

**Your GDPR rights**

Your rights under the GDPR include the following:

 You can request to see all the data that we have about you

 You can correct the data

 You can ask to remove the data

 You can refuse to receive any direct marketing from us

 You can refuse automated processing of your data

In some cases your rights may be restricted or not executable, for instance when they conflict with the rights of others or with legal requirements.

If you want to execute your rights under de GDPR, you can contact our GDPR responsible mentioned on the website (gdpr@advionics.be ).

**For more information**

If you have questions regarding our treatment of your personal data you can reach us via email at gdpr@advionics.be.

**Updates to the privacy policy**

Advionics reserves the right to update this privacy policy to reflect changes in its legal or regulatory obligations or in the manner in which we deal with your personal information. We will notify those affected by the changes.

This privacy policy was last reviewed on July 24, 2018.

**SPECIFICALLY FOR WEBSITE VISITORS**

**Cookies**

The website of Advionics does not use “cookies”.

**Web server logs**

Logfiles are stored on our webserver and are protected against unauthorised access.

These files are kept for a limited time to evaluate the safety and performance of the website.

**Contact via the website**

All persons (client, supplier, visitor, applicants) that contact our company and have not yet received a privacy declaration that is specifically intended for them, please notify your contact at Advionics, or contact our GDPR-coordinator ([gdpr@advionics.be](mailto:gdpr@advionics.be)).

**Unmediated job application**

You will receive a privacy declaration with the automatical confirmation that your job application has been received. This declaration will detail our treatment of your personal data during the application process. If you do not consent to these procedures, just contact us by return post/mail and we will remove the data you have sent with your application.

**Description of the data processing activities**

The data processing activities are clearly and succinctly described in a separate document available to data subjects. The Register of Data Processing Activities contains the complete descriptions.