

MyTimo Privacy Statement

Definitions

In this Privacy Statement the following terms are defined as follows:

1. MyTimo: The company MyTimo CVBA, based at Klimoplaan 27 bus D, 9032 Gent, Belgium, with enterprise number BE0693.718.561;
2. Website: The Website of MyTimo, www.mytimo.be and derivatives.
3. App: The application of MyTimo, Timo – Staff Application.

Processing of personal data

MyTimo attaches great importance to respecting and protecting your privacy and the confidentiality and safety of your personal data.

By accessing this Website and/or disclosing your personal data you expressly consent to the processing of personal data relating to you in accordance with the conditions set out in this Privacy Statement.

MyTimo collects personal data that you provide to MyTimo via the Website & its App for any of the following purposes:

- Providing the services as detailed in General Terms & Conditions;
- Management of requests for information;
- Conducting statistical research;
- Sending a newsletter;

This involves the following personal data:

- First name;
- Last name;
- Email address;
- Date of birth;
- Address (street, number, postal code, town);
- Language preference;
- Phone number;
- Cellphone number;
- Company;
- VAT number.

The personal data is processed in accordance with the Act of 8 December 1992 concerning the protection of privacy with regard to the processing of personal data (hereinafter the 'Act of 8 December 1992'). As of and including May 25th 2018 all references to the Act of 8 December 1992 shall be read as references to 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 ('General Data Protection Regulation').

In this regard MyTimo acts as the data controller.

The data are not passed on by us to third parties.

Access to your personal data

1. Right of access and correction of your personal data

Under the Act of 8 December 1992, you are entitled to access the personal data relating to you. For this purpose you should send your dated and signed request to MyTimo, enclosing a copy of your identity card, or you can contact MyTimo via email at info@mytimo.be and furnish your email with an electronic signature.

MyTimo will provide the information requested without delay and at the latest within 45 days of receipt of such a request.

2. Right to correct your personal data

Under the Act of 8 December 1992, you are also entitled to the rectify incorrect personal data relating to you free of charge. For this purpose you should send your dated and signed request to MyTimo, enclosing a copy of your identity card, or you can contact MyTimo via email at info@mytimo.be and furnish your email with an electronic signature.

You will be notified which corrections were made within one month after the submission of your request.

3. Right to oppose the processing of your personal data

Under the Act of 8 December 1992, you are also entitled to oppose the processing of your personal data for direct marketing purposes. You may do so free of charge and without providing any substantiation. For this purpose, please send your dated and signed request to MyTimo, enclosing a copy of your identity card, or you can also contact MyTimo via email at info@mytimo.io and furnish your email with an electronic signature.

Within one month after the submission of your request, you will be notified which action was taken.

Anonymous data

MyTimo is permitted to collect non-personal and anonymous user data when the Website is visited, such as the name of your browser, the internet service provider and other similar information. This data does not allow MyTimo to proceed to identify an individual person and this data can be shared with external agencies, including for statistical purposes. This data can be gathered by the use of cookies as well as in other ways.

Changes

MyTimo reserves the right to continually change this Privacy Statement.

This Privacy Statement was last changed on December 11, 2017.

Contact

If you have any questions or comments regarding the policy concerning the protection of personal privacy or about cookies after reading this Privacy Statement, please contact the contact person at the address Klimoplaan 27 bus D, 9032 Gent, Belgium, or via the email address info@mytimo.be.

Please send requests for additional general information concerning the protection of personal privacy to the Privacy Protection Commission to the address 1000 Brussels, Drukpersstraat 35,

telephone number: +32 (0)2 274 48 00 or via email at commission@privacycommission.be
(www.privacycommission.be).