

# PRIVACY POLICY

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## 1. Your privacy is important

Your privacy is important to us. We want to process your personal data in an honest, legal, correct and transparent manner. In this document, our privacy policy, we explain how the processing takes place and what personal data is involved. The concept of processing includes collecting, recording, organising, storing, updating, modifying, retrieving, consulting, using, or distributing data or in any other way making it available, bringing it together, combining it, archiving it, erasing it or eventually destroying it. This relates to you as a current or future customer of our company, as a beneficiary, another stakeholder or contact person at another organisation who is in contact with us.

### 1.1. Foreword

We encourage you to read this document carefully so that you know why and for what purposes we process your personal data. We also explain which personal data we process when you:

- use our products and services
- subscribe to our newsletter
- ask questions via our website
- visit our company, trade fairs and events
- are present during our talks
- use our Facebook bot and WiFi
- You will also find information about your rights and how you can exercise them. We may modify our privacy policy. The most recent version can be found on our website: <https://www.wattfactory.be>.

### 1.2. Who processes your data? Who are we?

Watt Factory NV, the administrator and operator of this website and active in Belgium, with its registered office at Vlasgaardstraat 52, 9000 Ghent, Belgium, VAT number BE 0810.433.812, is the 'Controller', responsible for processing your personal data.

### **1.3. How can you reach us?**

If you have questions about your privacy or want to change your privacy settings or exercise your rights, you can always reach us in the following ways:

- At the address: Vlasgaardstraat 52, 9000 Ghent, Belgium.
- Via email at [info@wattfactory.be](mailto:info@wattfactory.be)

### **1.4. The lead supervisory authority of Watt Factory**

For Watt Factory, the Belgian supervisory authority is the lead supervisory authority: Data Protection Authority, at Drukpersstraat 35, 1000 Brussels, Belgium, +32 (0)227 448 00 / [Contact@apd-gba.be](mailto:Contact@apd-gba.be)

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## **2. Your right to privacy**

You have extensive rights in the context of the processing of your personal data. If Watt Factory requests your permission, you can always revoke that permission. The execution of your rights in our systems and procedures will take place no later than 30 days after we have received your application. If for some reason this term cannot be met, we will inform you before the expiry of the original period.

### **2.1. You have the right to view ('access') your personal data**

You have the right to inspect the personal data that we process about you, the purpose of the processing, where we have retrieved the data from and who receives the data. In this case, you can also find out how long we intend to keep the data, whether the data is used for automated decision-making and whether we intend to send data to a country outside the European Union. We will provide you with the requested information in writing or electronically within a reasonable period of time.

### **2.2. You can have your data rectified / completed**

It may happen that the data of yours that we process is no longer correct. You can always ask for the incorrect data to be rectified or supplemented with the missing data.

### **2.3 Right to erasure**

If you think that we are processing the personal data unlawfully, you can ask for this personal data to be erased. This request for the erasure of personal data can be refused by Watt Factory if this is justified. Examples are exercising or substantiating a legal claim or because of a statutory obligation to retain certain data.

### **2.4 Right to restrict personal data**

You can ask us to limit the processing of your personal data if you suspect that the data is incorrect, the processing is unlawful or if you do not consent to us processing the data under our legitimate interest (see 3.3). We will grant this opposition unless there are compelling reasons not to do so, for example to prevent fraud, non-payment.

### **2.5 Right to lodge an objection**

You have the right to object to the processing of your personal data, including profiling. Processing is then stopped, unless processing is necessary for compliance with social and fiscal legislation, representing the interests of a third party or with a view to the establishment, exercise or substantiation of a legal claim.

### **2.6 Right to data transfer ('data portability')**

You can ask us to transfer the personal data you have given to us to a third party.

### **2.7 Right to file a complaint**

If you do not agree with us on something, you can address the Belgian Data Protection Authority. You can also file a complaint with them. Their contact details can be found above under 1.4

### **2.8. Identification of the requester**

You can exercise your rights with respect to the processing of your personal data, subject to a written request by:

- sending a letter to: Vlasgaardstraat 52, 9000 Ghent, Belgium
- sending an email to: [info@wattfactory.be](mailto:info@wattfactory.be)

Always be as specific as possible if you wish to exercise your rights. This way we can correctly execute your request and prevent another person from exercising your rights for you.

### **3. Why do we want to process your personal data?**

#### **3.1. Revi must comply with legal obligations**

We are legally obliged to process your personal data in certain cases. Here is a list of the most important of them:

- Tax law
- Commercial law
- Guarantee and warranty rights
- Verifying your identity This can be done by requesting a clear, recent copy of your identity card
- We may at some point be obliged to provide personal data to authorities or other third parties. For example, if this is necessary in connection with a legal obligation or for the performance of a task of public interest.

#### **3.2. Watt Factory must be able to perform its contract with you**

As a customer of ours, you appeal to our services or buy our products. To guarantee a correct performance of our agreement with you, we must process and manage these contracts in administrative, accounting and operational terms. This also applies if you are a Watt Factory supplier. Then, too, we must respect the contract and must process and manage these contracts in administrative, accounting and operational terms.

#### **3.3. Watt Factory must be able to function as a company in terms of its direct marketing and communication.**

As a commercial company, we have a number of legitimate interests that are the basis for the processing of personal data. In this regard, we pay special attention to ensuring that there is a good balance between your right to privacy and the legitimate interests of Watt Factory. If you still have objections to the processing on this basis, you can file an objection against these processing operations. Watt Factory wishes to continue to communicate with you, as an existing customer, through direct marketing. This may be at your specific request or we may suspect that you are interested in our new products/services. Since we always aim to provide you with a better service, better products and to communicate this to you, we process your personal data for direct marketing purposes under the legitimate interest of our company to do business. This information can be reached in various ways, namely by email, post, telephone and at events. We choose the most suitable channel that disturbs you as little as possible. If you do not wish to receive our commercial communications, you can lodge an objection against our direct marketing.

### **3.4 Watt Factory has your permission**

Watt Factory is a specialist in the development of sustainable property by turning old industrial sites into pleasant living accommodations. Our prospective buyers are ecologically aware people who are specifically looking for information about sustainable housing projects. Watt Factory therefore communicates with its potential buyers, provided they have given permission at the events organised by Watt Factory, by signing up to the newsletter and the via the contact page on this website.

3.5 Watt Factory does not sell your personal data We do not sell, rent or pass on your personal data to thirdparties for their own use.

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## **4. What personal data of yours do we process and for what purposes?**

### **4.1 Data from our business contacts**

Business contacts include suppliers, customers and prospects. Watt Factory processes the personal data of data subjects who work for companies with which business is done. The purpose of this processing is to provide information about products and services and to maintain business contacts. To contact you and to identify you, for our customer and supplier management we process the following data: last name, first name, mobile phone number, email address and IP address

### **4.2. Data from our private customers**

Our private customers buy our property in the various construction projects. To identify and communicate with you as a customer, we process the following personal data: last name, first name, address, gender, date of birth, marital status, telephone number, mobile number, email address, bank account number, identity card number, national register number, financial transactions and IP address.

### **4.3 Data from our prospective buyers**

Our potential new customers are interested in sustainable property projects. Watt Factory is a specialist in the development of sustainable property by turning old industrial sites into pleasant living accommodations. The potential new customers have therefore shown their interest in our range of different construction projects. Watt Factory therefore wishes to keep them informed about these propertyprojects. In order to communicate with them, we process the following personal data: last name, firstname, telephone and/or mobile number, email address and IP address.

#### **4.4 Data from visitors to our buildings**

For security reasons we like to know who is in our buildings. All visitors register via our tablet at our reception desk. We process the following data: first name, last name, mobile number and email address. This processing falls under our legitimate interest.

#### **4.5 Personal data via third parties**

We may also receive personal data via third parties, for example by purchasing it from companies. Those companies are responsible for ensuring that the personal data concerned is collected lawfully.

#### **4.6 Recordings made by surveillance cameras are stored temporarily**

We may use cameras in and around our buildings. When it comes to surveillance cameras, we respect the legal rules. You can recognise buildings under camera surveillance by a clearly visible sticker. Recordings are saved for up to 30 days.

Exceptions to this are:

- If the recordings are useful for furnishing proof of a crime or nuisance
- To prove damage
- Identifying a perpetrator, a witness or a victim

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### **5. About sharing and storing your personal data**

#### **5.1 Who do we share your personal data with?**

We only share your data with persons who have received our express permission, if they need this information to perform their work. These persons will process your data on the same basis as that under which we have received it from you. We use various processors for the processing of personal data. These are our subcontractors who carry out personal data processing on our behalf. Watt Factory only works with processors that guarantee the same level of technical and operational safety. We will only share your data if we are obliged to do so by a law or government order.

## **5.2 We do not keep your data infinitely**

Watt Factory uses your personal data with a clear goal in mind. When this goal is reached, the data is deleted. The basic principle governing keeping your personal data is the legal retention period. To begin with, we store the personal data of potential new customers (prospects) for 5 years. If there is contact between the prospect and Watt Factory during this period, another period of 5 years will start from this contact. We store the personal data of existing customers, suppliers, subcontractors, etc. for 10 years. If there is new contact during this period, another period of 10 years will start from this contact. The personal data of our visitors is removed from our registration system after 30 days.

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## **6. Cookies**

Cookies are small text files that are placed by your browser. They contain information such as the visitor's language preference, so that they do not have to enter the information again on a subsequent visit to the same website. Some cookies ensure that a website looks good visually, while others ensure that a website application works correctly.

If you wish to block cookies, you can do so via your browser settings.

Please note, however, that certain graphic elements may not appear correctly, or that you will not be able to use certain applications if you disable cookies.

Watt Factory uses different types of cookies:

- Functional cookies: they facilitate and personalise your website visit and your user experience.
- Analytical cookies (from third parties): they collect information to evaluate and improve the content of our website (e.g. Google Analytics Cookies).

These cookies collect information about your computer and your visit to our website, such as your IP address, the pages you visit, the browser you are using, the websites you have previously visited, geographic data such as your location, your preferred language and the time and duration of your visit.