

# Cookie Policy

v1

This cookie policy (“**Cookie Policy**”) governs the use of cookies on the DigiChambers’ website (<https://www.digichambers.be/default.aspx>, hereinafter: the “**Website**”). Cookies are small text files which are stored on a device’s hard drive and which contain certain information and sometimes personal data.

**By continuing to use the Website or by clicking on “OK” after having been informed of our use of cookies, you acknowledge that you have read this Cookie Policy carefully and that you agree with it without reservation. You may at all times change your cookie preferences through the cookie settings.**

## 1 WHO IS RESPONSIBLE?

---

*Short: DigiChambers is responsible for placing cookies on your device and collecting them when you use the Website. For some cookies this implies that personal data are being processed.*

1. When you visit our Website we, DigiChambers NV, having its registered seat at Belliardstraat 2, 1040 Brussels, RPR Brussels 0898.600.080 are responsible for the use of cookies as well as any subsequent processing of your personal data. You can contact us via e-mail: [digichambers@belgianchambers.be](mailto:digichambers@belgianchambers.be).

## 2 WHAT SORT OF COOKIES DO WE USE?

---

*Short: We place a number of cookies when you visit our Website. These cookies are divided in 2 groups of cookies: **functional cookies** and **analytical and statistical cookies**. You may at all times withdraw your consent with our use of cookies by removing them from your browser.*

1. You can avoid cookies being placed by configuring your browser as such. Guidelines on how to do this, can be found here:

- Internet Explorer: <https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-delete-manage-cookies>
- Microsoft Edge: <http://windows.microsoft.com/en-gb/windows-10/edge-privacy-faq>
- Chrome: <https://support.google.com/chrome/answer/95647?hl=en>
- Firefox: <https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences>
- Safari: [https://support.apple.com/kb/PH21411?locale=nl\\_BE&viewlocale=en\\_US](https://support.apple.com/kb/PH21411?locale=nl_BE&viewlocale=en_US)

However, not allowing cookies when visiting the Website may cause certain or all features of the Website to stop working properly.

2. When you visit the Website, DigiChambers places a number of cookies. Most data pertaining to these cookies, their placement and use, allow to identify you, and DigiChambers uses them to gain insight in how you and other visitors use the Website by gathering statistical and usage data, enabling us among others to provide a better user experience on the Website.

### 3. DigiChambers uses the following cookies on the Website:

- Functional cookies

<u>Name cookie</u>	<u>Lifespan</u>	<u>Purpose</u>
"ASP.NET_SessionId"	Session cookie	This a purely functional cookie.
"FCCIB Lang"	2 months	This a purely functional cookie.

- Analytical and statistical cookies

<u>Name cookie</u>	<u>Lifespan</u>	<u>Purpose</u>
"_utma", "_utmb", "_utmc", "_utmt", "_utmz" and "_utmz" (Google Analytics)	From half an hour up to 2 years (for the "_utma" cookie)	We use Google Analytics cookies to determine how you and other visitors use our Website.

4. You may at all times withdraw your consent with DigiChamber's use of cookies. To exercise this right, it suffices to delete the cookies, which have been placed on your device. To do so, you are kindly asked to refer to the appropriate instructions of your browser manufacturer, as listed above.

## **3 WHY DO WE PROCESS YOUR PERSONAL DATA?**

---

*Short: We process your personal data through cookies for several different purposes: to improve our Website and the experiences and services we offer; to provide information to third parties and to keep the web experiences we offer, our Website, you and us safe.*

1. We process your personal data for the following reasons:

- for statistical reasons so that we may improve our Website and our services;
- for security reasons and misuse detection, prevention and reporting;
- to inform any third party in the context of a possible merger with, acquisition from/by or demerger by that third party, even if that third party is located outside the EU;
- to comply with our legal obligations as well as with any valid request from policy, judicial or governmental authorities.

## **4 WHAT MAKES THE PROCESSING OF YOUR PERSONAL DATA LEGITIMATE?**

---

*Short: The law obliges us to specify which legal basis we rely on to process your personal data (e.g. your consent). For our use of cookies, with the exception of functional cookies, we first and foremost rely on your consent. However, with regard to the personal data derived from our use of cookies, we may also rely on other legal bases.*

1. The data protection laws require us to precisely indicate to you which legal option we rely on to make the processing of your personal data legitimate. We need to clarify this for each of the purposes listed in section 3 above.

2. For the purpose mentioned under 3.1 (a) above, we rely on your consent to place cookies.

3. For the purposes (a) to (c) we process your personal data because it is necessary for purposes of our legitimate interests, which in this case concern:

- gaining insights in how the Website and its features are used;

- our security and safety interests;
- being able to conclude corporate transactions.

4. For purpose (d) we need to process your personal data to comply with our legal obligations.

## **5 RECIPIENTS AND TRANSFERS**

---

*Short: Your personal data are shared with a limited number of parties, such as our own service providers. In this section we explain to whom we send your personal data.*

1. Your personal data may be sent to the following categories of recipients:

- yourself;
- our service providers;
- our shareholders and potential acquirers;
- governmental, judicial and other competent bodies.

## **6 HOW LONG DO WE RETAIN YOUR PERSONAL DATA?**

---

*Short: We only retain your personal data as long as required to achieve the purposes listed in section 3.*

Your personal data are only processed for as long as needed to achieve the purposes listed in section 3 above. We will de-identify your personal data when they are no longer necessary for these purposes, unless there is:

- an overriding interest of DigiChambers or any other third party in keeping your personal data identifiable;
- a legal or regulatory obligation or a judicial or administrative order that prevents us from de-identifying them.

## **7 WHAT RIGHTS DO YOU HAVE?**

---

*Short: You have a right to access, correct or erase your personal data or limit or oppose the processing of your personal data. You also have a right to data portability. In this section we explain how and under which conditions you may exercise these rights.*

1. You have the right to request access to all personal data processed by us insofar it pertains to you. We reserve the right to refuse multiple requests for access that are clearly submitted for causing nuisance or harm to us or others.

2. You have the right to ask that any personal data pertaining to you which are inaccurate, are corrected free of charge. If a request for correction is submitted, such request must be accompanied of proof of the flawed nature of the data for which correction is asked.

3. You have the right to request that personal data pertaining to you will be deleted if they are no longer required in light of the purposes outlined above. However, you need to keep in mind that a request for deletion will be evaluated by us against:

- our own or a third party's overriding interests;

- legal or regulatory obligations or administrative or judicial orders which may contradict such deletion.

Instead of deletion you can also ask that we limit the processing of your personal data if and when (a) you contest the accuracy of that data, (b) the processing is illegitimate or (c) the data are no longer needed for the purposes which are outlined above, but you need them to defend yourself in judicial proceedings.

4. You have the right to oppose the processing of personal data for the purposes (a) to (c) in section 3, but you are required to explain your particular circumstances on which your request for opposition is based.

5. You have the right to receive from us in a structured, commonly used and machine-readable format all personal data you have provided to us.

6. Each request addressed to us can be send via e-mail to [digichambers@belgianchambers.be](mailto:digichambers@belgianchambers.be).

An e-mail requesting to exercise a right will not be construed as consent with the processing of your personal data beyond what is required for handling your request. Such request should clearly state and specify which right you wish to exercise and the reasons for it, if such is required. It should also be dated, signed and accompanied by a digitally scanned copy of your valid identity card proving your identity.

Without prejudice to the allocation of responsibilities as outlined in section 1, we will promptly inform you of having received this request. If the request proves valid, we will notify you as soon as reasonably possible and at the latest thirty (30) days after having received the request.

If you have any complaint regarding the processing of your personal data by DigiChambers, you may always contact us via the e-mail address mentioned in the first paragraph of this clause. If you remain unsatisfied with our response, you may file a complaint with the competent data protection authority, i.e. the Belgian data protection authority.