

Privacy Policy

1. Introduction

PPMGL CONSULTING values your privacy and cares about the way in which your personal information is treated. Our firm makes all possible efforts to guarantee full compliance with privacy regulations.

This policy applies to all data processing activities controlled by PPMGL CONSULTING.

Please note that we may make changes to this privacy policy from time to time, for example, to comply with new legal obligations. We encourage you to review this privacy policy periodically to be informed of how we use your personal information.

2. Data processor

PPMGL CONSULTING spl with registered seat in Belgium, 5100 Jambes, Rue du Garde, 10, and registered under company number BE 0806 822 244, acts as controller.

If you have any questions about this Privacy Policy or want to exercise your rights set out in this Privacy Policy, you can contact:

By mail: PPMGL CONSULTING SRL
Privacy Compliance Officer
5100 Jambes, Rue du Garde 10. BELGIUM

By e-mail: info@ppmgl.eu

3. Data processing

We may collect personal information from you in the course of our business, when you contact or request information from us, when you engage our services or as a result of your relationship with one or more of our staff and clients.

- Contact information, such as name, job title, company you work for, postal address, telephone number, mobile phone number, fax number and email address;
- Financial information, such as payment-related information;
- Further business information necessarily processed in a project or client contractual relationship or voluntarily provided;
- Information provided by candidates when applying for a job;
- Identification and background information on employees or suppliers provided by them or collected as part of our business acceptance process.

PPMGL CONSULTING SRL

10 Rue du Garde – 5100 Namur (Jambes) – Belgique

N° d'entreprise : BE0806.822.244 | RPM Liège – Division Namur

www.ppmgl.eu | info@ppmgl.eu

IBAN – Account : BE85 3631 1047 9606

BIC – Swift code : BBRUBEBB

Personal data may be processed for the following purposes:

- Compliance with legal obligations (record keeping obligations, anti-money laundering regulations, payroll administration,...);
- Providing advices and representation of a client in the context of a regulatory mission;
- Managing and administering business relationships, including processing payments, accounting, billing and collection, support services and evaluation of service providers and suppliers;
- Informing on relevant developments in European Regulations, on service offerings or on events and trainings organized by PPMGL CONSULTING;
- Evaluation of job applications;
- Employee suppliers, performance review, training.

Personal data can be processed on one or more of the following legal grounds:

- Performance of a contract;
- Compliance with legal and regulatory obligations;
- Legitimate business purposes.

4. Recipients

We may share your personal information with certain trusted third parties in accordance with contractual arrangements in place with them, including:

- Our professional advisers and auditors including the prudential authorities and regulators;
- External third-party service providers to whom we outsource certain support services (IT service providers, accountant...).

Please note that the aforementioned list is presented in a non-exhaustive manner and there may be other examples of situations where we need to share/transfer your personal data with/to other parties in order to provide our services as effectively as we can.

5. Storage term

We will keep your Personal Data no longer than necessary for the purposes for which we collected the data.

PPMGL CONSULTING will retain personal data where required to assert or defend against legal claims until the end of the relevant retention period or until the claims in question have been settled.

PPMGL CONSULTING takes reasonable security measures to protect your personal data from destruction, loss, modification or any other un-authorized processing. Our partners, employees, consultants, workers and data processors, who have access to, and are associated with the processing of personal information, are obliged to respect the confidentiality of such personal information.

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6. Data Protection

PPMGL CONSULTING has in place appropriate technical and organizational measures to prevent or act against any unauthorized and unlawful processing or disclosure, as well as accidental loss, modification or destruction of Personal Data. These measures for protecting Personal Data will regularly be adjusted to the technical developments and organizational changes.

7. Rights | complaints

In compliance with privacy regulations and within the limits of these regulations, data subjects have the following rights regarding data processing activities by PPMGL CONSULTING :

- **Right to access to all stored personal data**

You are entitled to request details of the information we hold about you and how we process it.

- **Right to rectification**

You are entitled to have your personal data corrected if it is incomplete or inaccurate.

- **Right to request erasure of personal data (“right to be forgotten”)**

You are entitled to obtain the erasure of personal data if there is a legal basis to it, for example: the personal data is no longer needed by us; the consent on which the processing is based is withdrawn; the personal data has been unlawfully processed.

- **Right to restriction of processing of personal data**

You are entitled to obtain restriction of processing of your Personal Data and, in case of restriction have the processing limited to mere storage.

- **Right to data portability**

You are entitled, in certain circumstances (e.g. the processing was carried out by automated means), to obtain personal data you've provided us with, in a structured, commonly used and machine-readable format and to transmit it to another data controller.

- **Right to withdraw consent**

Where processing is based on your consent, you have the right to withdraw your consent at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal. We may be able to continue to process your personal information to the extent required or otherwise permitted by law.

- **Right to object**

You have the right to object, on certain grounds relating to your particular situation, to the processing of your personal data and at all times if we are processing the data for direct marketing purposes.

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- **Right to lodge a complaint with a supervisory authority.**

Any request should be addressed to PPMGL CONSULTING, Privacy Compliance Officer by mail or by e-mail to info@ppmgl.eu.

Each request should contain sufficient proof of identity. Unless in case of manifestly unfounded or excessive requests PPMGL CONSULTING commits to examine any requests or complaints and to reply in a timely manner.

In case the response given would not be sufficient, the [Belgian privacy regulator](#) can be contacted:

By e-mail: contact@apd-gba.be

By mail:

[Data Protection Authority](#) Rue
de la Presse 35
B – 1000 BRUSSEL

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