

# RADSYS SPRL

Rue de Soignies 200B  
7800 ATH  
Belgium



## Privacy Policy

Due to the new GDPR legislation that is coming into effect 25<sup>th</sup> May 2018, we have updated our privacy policy accordingly. RADSYS SPRL takes the protection of your information seriously and we have in place measures and policies to ensure the security of your data.

This privacy policy explains who we are and what we do with your personal information. It applies to our customers, web users and suppliers. It also applies to the emergency contact details of RADSYS SPRL staff members.

We may at any time make changes to our policy. Please visit our privacy policy page to stay up to date as we will post any changes here.

## Who We Are

References to 'we', 'us' and 'our' in this policy, refer to RADSYS SPRL trading as

RADSYS SPRL  
Rue de Soignies 200B  
7800 ATH - BELGIUM  
Tel: +32 68 456 327  
Company number 0899746759

## Personal Information We Collect

For relationships to run smoothly with customer and suppliers we need to collect and store personal information. This information includes:

- Name
- Job title
- Company name
- Postal address
- Email address
- Telephone number
- Payment details
- VAT details (if appropriate)

We need to collect and process these types of personal data to ensure the smooth running of our business relationship and provide you with the items you purchase from us, or to pay for services you may be supplying.

## Collection of Personal Information

We collect personal information in these ways:

- When you fill in and submit our contact form on our website
- When you place an order with us
- When you freely give your details to us either via telephone, face to face at events or via email
- When we agree to use your services
- When we use a search engine to find an appropriate supplier for our business needs

## Use of Personal Information

We use your personal information for our legitimate business interests in a number of ways, including the following:

- To fulfil your sales order/s
- To provide quality customer service

## **RADSYS SPRL**

Rue de Soignies 200B  
7800 ATH  
Belgium



- We may, from time to time, send you promotional materials to the email address you have provided. To unsubscribe from this at any time, reply to the email mentioning unsubscribe.
- To book your services
- To pay for your services

We will never share, sell or distribute your personal information to a third party unless a lawful obligation requires us to.

### **Other Information We Collect**

"Other Information" is any information that does not reveal your specific identity or does not directly relate to an identifiable individual, such as:

- Browser and device information
- Information collected through cookies, pixel tags and other technologies
- Demographic information and other information provided by you that does not reveal your specific identity
- Information that has been aggregated in a manner such that it no longer reveals your specific identity

### **Protecting Information**

Protecting your personal information is important to us. We do not sell, share, rent or lease personal information. We have in place organisational, technical and administrative measures designed to protect personal information within our organisation. In the unlikely event you feel your information is not secure please contact us through the contact form on our website.

We will only ever disclose personal information if it is required by law, such as evidence for criminal proceedings.

We use appropriate administrative, organizational, technical and physical safeguards that are designed to protect the personal information we collect and process about you. The measures we use are designed to provide a level of security appropriate to the risk of processing your personal information and to help ensure that your data is safe, secure, and only available to you and to those with authorized. However, no electronic transmission over the Internet or information storage technology can be guaranteed to be 100% secure, so you should take care in deciding what information you send us in this way be 100% secure, so you should take care in deciding what information you send us in this way.

In the case of a personal data breach, the controller shall without undue delay and, where feasible, not later than 72 hours after having become aware of it, notify the personal data breach to the supervisory authority competent in accordance with Article 55, unless the personal data breach is unlikely to result in a risk to the rights and freedoms of natural persons. Where the notification to the supervisory authority is not made within 72 hours, it shall be accompanied by reasons for the delay.

### **Marketing & Communication**

We send communication(s) to our customers in relation to their sales orders, this is in multiple ways including, but not limited to, email communication and telephone communication. We will ask you first before sending you specific marketing emails and you can unsubscribe to our mailing list at any time.

### **How You Can Access, Change or Suppress Your Personal Information**

You can request to review your information we have stored on you, if you wish to review this information please contact us through our contact page. There will be a small admin fee of 15 € and we will deal with your request

## **RADSYS SPRL**

Rue de Soignies 200B  
7800 ATH  
Belgium



once the payment has been received. We aim to respond within 30 days of receipt of your payment. We may need to verify your identity before any information is released to you.

If we are using your data because we believe it necessary for our legitimate interests to do so, and you do not agree, you have the right to object. Please send your objection through our contact page. Generally, we will only disagree with your objection if certain limited conditions apply.

To correct any personal information, you believe is incorrect or to inform us of a change, please contact us through our contact page. We aim to respond within 30 days of receipt of your email. We may need to verify your identity before any information is released to you.

To request deletion from our database, please put your request in writing through our contact page. We will ask you to verify your identity and process your request, however there may be information that we have to keep in accordance with our legal obligation.

To request to transfer your information to another company, please put your request in writing through our contact page. Your request will be dealt with within 30 days and you will be sent an electronic copy. There may a small admin fee of 15 € for this service. We will respond to your request consistent with applicable law.

Please note that we may need to retain certain information for record keeping purposes and legal obligation and/or to complete any transactions that you began prior to requesting a change or deletion.

### **How long do we keep your data**

We do not keep your data for longer than is necessary. We will delete your personal data from our systems unless we believe in good faith that the law or other regulation requires us to preserve it.

### **Use of Website by Minors**

The products that we provide are not directed to individuals under the age of sixteen (16), and we do not knowingly collect Personal Information from individuals under sixteen (16).

### **Updates to this Privacy Policy**

We may change this Privacy Policy. The "Last Updated" legend at the bottom of this Privacy Policy indicates when this Privacy Policy was last revised. Any changes will become effective when we post the revised Privacy Policy on the Services. Your use of the Services following these changes means that you accept the revised Privacy Policy.

### **How to Speak to us About Data Protection**

You can contact us via our contact us page.

### **Cookies**

A cookie is a string of information that a website stores on your computer, your browser then provides this information to our website each time you return.

We use cookies to help us identify and track visitors, their usage of our website, and their website access preferences. This enables us to improve our website, offer you products we believe you may be interested in and provide a smooth customer experience.

When you first visit our website you will be clearly notified that our site uses cookies and you will have the option to agree to have our cookies stored on your device or to not agree. If you agree to the cookies you will not see this message the next time you visit our website.

# RADSYS SPRL

Rue de Soignies 200B  
7800 ATH  
Belgium



If at any time you want to delete our cookies from your device, you will need to clear them from your devices cookie setting. Please refer to your device instructions to find how you do this. Certain features of our website may not function properly without the aid of cookies.

For further information please see our cookie policy below.

## Cookie Policy

A cookie is a string of information that a website stores on your computer, your browser then provides this information to our website each time you return

We use cookies to help us identify and track visitors, their usage of our website, and their website access preferences. This enables us to improve our website, offer you products we believe you may be interested in and provide a smooth customer experience.

When you first visit our website you will be clearly notified that our site uses cookies and you will have the option to agree to have our cookies stored on your device or to not agree. If you agree to the cookies you will not see this message the next time you visit our website.

If at any time you want to delete our cookies from your device, you will need to clear them from your devices cookie setting. Please refer to your device instructions to find how you do this. Certain features of our website may not function properly without the aid of cookies.

All Cookies used by our website are used in accordance with the provisions of the Privacy and Electronic Communications (EC Directive) Regulations 2003 as amended by the Privacy and Electronic Communications (EC Directive) (Amendment) Regulations 2011.

RADSYS SPRL have carefully chosen these Cookies and use them to facilitate certain functions and features of the Web Site.

We also use Cookies for analytics purposes. These Cookies track your movements and activities on the web site and are designed to give us a better understanding of our users, thus enabling us to improve the web site and our services.

Certain features of our web site may depend upon Cookies to function and are deemed, within the law, to be strictly necessary. You will not be asked for your consent to place these Cookies however you may still disable cookies via your web browser's settings.

You can choose to enable or disable Cookies in your web browser. By default, your browser will accept Cookies, however, this can be altered. For further details please consult the help menu in your browser. Disabling Cookies may prevent you from using the full range of Services available on the web site.

You may delete Cookies at any time; however, you may lose any information that enables you to access the web site more quickly.

The web site uses the third-party Cookies detailed in Schedule 2 for the purposes described therein. These Cookies are not integral to the services provided by the Web Site to you and may be blocked at your choosing via your internet browser's privacy settings or via your response to the request for consent.

It is recommended that you ensure that your internet browser is up-to-date and that you consult the help and guidance provided by the developer of your browser if you are unsure as to how to adjust your privacy settings.

## RADSYS SPRL

Rue de Soignies 200B  
7800 ATH  
Belgium



### Third Party Cookies

Provider	Cookies	Usage
Google Analytics	Website Analytics	For more information please visit: <a href="https://www.google.co.uk/analytics">https://www.google.co.uk/analytics</a>
You Tube	Embedded Video Content	For more information please visit: <a href="https://www.youtube.com/">https://www.youtube.com/</a>

For more information about the cookies we use please contact us on +32 68 456 327.

Please also see our Privacy Policy for details on how we use and protect your data

### Last Updated

This privacy policy was last updated: 18<sup>th</sup> May 2018.