

1. INTRODUCTION

Life SUPPLIES NV and Life SUPPLIES BV (hereafter: the 'Company') attach a lot of importance to the safe, transparent and confidential collection and processing of your personal data. In particular, we want to protect the data of (among others) our clients, suppliers, staff and other contacts against e.g. loss, breaches, errors, unjustified access and/or unlawful processing.

With this Data Protection Policy, we would like to inform you about the collection and processing of your personal data. We would ask you to read the Data Protection Policy carefully, since it contains essential information about how your personal data are processed and why.

By communicating your personal data, you explicitly declare that you have read this Data Protection Policy and you also explicitly agree with the same, as well as with the processing itself.

2. SCOPE

The Data Protection Policy concerns all services that are provided by (or to) us and, in general, on all activities that we carry out.

3. DATA CONTROLLER

Life SUPPLIES NV, with registered office at Industrielaan 25, 2250 Olen, Belgium and with company number 0413.458.441, and Life SUPPLIES BV, with registered office at Florastraat 80, 4613 CT Bergen op Zoom, the Netherlands, are the joint controllers of your personal data.

When collecting and processing your personal data, we respect Belgian regulations regarding the protection of personal data, as well as the GDPR as of its coming into force on 25 May 2018.

4. PERSONAL DATA

Depending on your activities and your relationship to our company, we process certain personal data belonging to you, as described below. We do not process any sensitive personal data, except for those with regard to our employees.

We would kindly point out to you that you bear responsibility for all data that you provide us with, and that we rely on its accuracy. If your data are no longer up-to-date, we request you to notify this to us by return of post.

You are not obliged to share your personal data, but you will understand that the granting of certain services or cooperation will become impossible if you do not agree with the collection and processing.

5. PURPOSES OF THE PROCESSING AND LEGAL BASIS

5.1 Customer data

Within the scope of our services and activities, we collect and process the personal data of our customers and clients, their staff, employees, appointees and other useful contact persons. We process the following personal data: your personal identification data; customer number and dimension (food/feed/chemicals); financial identification data; data regarding solvency; financial transactions; CBE/VAT number; professional activities; agreements and settlements, insurance, permits and quality certificates.

The purpose of these processing activities is to execute agreements with our customers, customer management, disputes management, accounting and direct marketing activities, such as sending promotional or commercial information. The legal basis is the execution of the agreement, fulfilling legal and regulatory obligations and/or our legitimate interest. When conducting direct marketing activities by email (such as a newsletter or invitation to trade fairs or events), we will always request consent, and this can also be withdrawn at any time.

5.2 Data belonging to suppliers and subcontractors

We collect and process personal data belonging to our suppliers and subcontractors, their staff, employees, appointees and other useful contact persons. We process the following personal data: personal identification data, financial identification data, data regarding solvency, financial transactions, professional activities, agreements and settlements, CBE/VAT number, supplier number and dimension (food/feed/chemicals), permits and quality certificates.

The purpose of these processing activities is the execution of the agreement, our supplier and subcontractor management, as well as our accounting and disputes management. The legal basis is the execution of the agreement, fulfilling legal and regulatory obligations and/or our legitimate interest.

5.3 Staff data

We process the personal data of our employees within the framework of our personnel management and the salary administration. Considering the specific nature of these activities, this processing is set out more elaborately in a separate Data Protection Policy for employees.

5.4 Other data

Besides the data indicated above, we also process personal data from other parties, such as data from government bodies and professional organisations, shareholders and directors, possible new customers/prospects, visitors, job applicants, useful contacts within our sector and network contacts. The purpose of these processing activities is in the interest of our activities, direct marketing and public relations. The legal basis is our legitimate interest or in some cases the execution of an agreement.

6. DURATION OF THE PROCESSING

We keep the personal data and process it for the period required depending on the purpose of the processing and depending on the (whether or not contractual) relationship that we have with you.

In principle, data belonging to customers, suppliers and subcontractors will be removed from our systems after a period of ten years after termination of the agreement, the partnership or the project, except those personal data that we have to keep for a longer time based on specific legislation or in the case of an ongoing dispute for which the personal data are still required.

7. RIGHTS

In accordance with and under the conditions of the Belgian privacy legislation and the provisions of the GDPR, we inform you of your following rights:

- Right of access and consultation: you have the right, at no cost, to take knowledge of the data that we possess concerning you and to verify for what purpose they are used.
- Right to rectification: you have the right to obtain rectification (correction) of your inaccurate personal data, as well as the completion of incomplete personal data.
- Right to data erasure or restriction: you have the right to request us to erase your personal data, or to restrict its processing in the circumstances and under the conditions as defined by the GDPR. We may refuse the data erasure or restriction of some personal data that are necessary for executing a legal obligation, the execution of an agreement or in our legitimate interest, for as long as these data are necessary for the purposes for which they were collected.
- Right to data portability: you have the right to obtain personal data concerning yourself, that you have provided to us, in a structured, commonly used and machine-readable format. You have the right to transfer these data to another controller.
- Right to object: you have the right to object to the processing of your personal data for serious and legitimate motives. However, please take into account that you cannot object to the processing of personal data that are necessary for executing a legal obligation, the execution of the agreement or in our legitimate interest, for as long as these data are necessary for the purposes for which they were collected.
- Right to withdraw consent: If the processing of personal data is based on prior consent, you have the right to withdraw your consent. In that case, these personal data will only be processed if we have another legal basis for doing so.
- Automated decision-making and profiling: we confirm that the processing of personal data does not involve profiling and that you are not subjected to fully-automated decisions.

You can exert the above-mentioned rights by contacting us through the following email address: privacy@life-supplies.com.

We make every effort to deal with your personal data in a careful and legitimate manner, in accordance with the applicable regulations. Nevertheless, if you believe that your rights could have been violated and our company does not respond to your concerns, you are free to lodge a complaint with the:

Data Protection Authority

Rue de la Presse 35
1000 Brussels
Belgium
Tel.: +32 (0)2 274 48 00
Fax: +32 (0)2 274 48 35
Email: commission@privacycommission.be

You can also turn to a court if you are of the opinion that you would suffer damages as a consequence of the processing of your personal data.

8. TRANSFER TO THIRD PARTIES

Certain personal data that we collect will be transferred to and possibly processed by third party providers, such as our IT supplier, accountant, auditor, broker, insurance companies, professional organisations (e.g. FAMI-QS), government bodies (e.g. FAVV, Official Gazette), certification companies (e.g. SGS) and factoring companies.

One or more of the above-mentioned third parties may be located outside the European Economic Area ('EER'). However, personal data will only be transferred to third countries with an adequate protection level.

The employees, managers and/or representatives of the above-mentioned service providers or bodies and the specialised service providers appointed by them must respect the confidential nature of your personal data and may only use these data for the purposes within the scope for which they were provided.

Your personal data may be passed on to other third parties if necessary. This may be the case for example if we were to be partly or wholly reorganised, if our activities were to be transferred or if we were to be declared bankrupt. It is also possible that personal data need to be passed on as a consequence of a court order or to comply with a particular legal requirement. In that case, we will make reasonable efforts to inform you beforehand about this notification to third parties. However, you will acknowledge and understand that in certain circumstances, this will not always be technically or commercially feasible or that legal restrictions may be applicable.

We will on no account sell your personal data or make them commercially available to direct marketing agencies or similar service providers, unless you provide your prior consent.

9. TECHNICAL AND ORGANIZATIONAL MEASURES

We take the necessary technical and organizational measures to process your personal data in accordance with an adequate safety level and to protect them against destruction, loss, falsification, change, unauthorised access or accidental disclosure to third parties, as well as all other unauthorised processing of these data.

On no account can the Company be held liable for any direct or indirect damages arising from the erroneous or unlawful use of the personal data by a third party.

10. ACCESS BY THIRD PARTIES

We grant our employees, staff and appointees access to your personal data with a view to the processing of your personal data. We guarantee an equivalent level of protection through contractual obligations that are enforceable against these employees, staff and appointees, equivalent to this Data Protection Policy.

11. ANY QUESTIONS?

If, after reading this Data Protection Policy, you have any more questions or comments regarding the collection and processing of your personal data, please contact the central reporting centre using the following contact information:

Life SUPPLIES NV
Industrielaan 25
2250 Olen
Belgium
Email: privacy@life-supplies.com
Tel.: +32 (0)14 57 81 11