

GDPR POLICY ADPO GROUP

1. General Information

In the context of the new European legislation, General Data Protection Regulation (GDPR), we inform you of our policy regarding the processing of your personal data. Your personal data may be processed by **ADPO GROUP or one of its Affiliates (LLH NV, AFC NV, ACC NV, CBN NV)**. We will always treat your personal data with the utmost care. Further on in this CUSTOMER GDPR policy, you will find the necessary information regarding the processing of your personal data.

If you have any questions or remarks regarding the processing of your personal data, you can contact our data controller via E-mail privacy@adpo.com
You can also always contact the data protection authority via E-mail commission@privacycommission.be

2. Processing of personal data

We may process some of your personal data.

- This is always done in the context of your relationship with **ADPO GROUP**;
- We limit it to the data strictly necessary to provide a good service;
We may share your data with third parties. This is always done in the context of our services;
- **ADPO GROUP** and any third parties will treat your personal data confidentially and with the utmost care.

2.1. Which personal data are processed:

As part of the relationship between you and **ADPO GROUP**, the following personal data may be processed:

- Personal identification data s: E.g. Name, First name, Address, Telephone number
- Financial identification data: E.g. Account numbers
- Electronic identification data: E.g. E-mail address
- Professional identification data: E.g. Professional activity, current job, function, VAT number
- Professional activity, current job, function, VAT number
- Name, First Name, Address
- Data driver license (copy driver license)
- Data identity card (copy ID)
- Data ADR certificate (copy ADR certificate)
- Personal subcontractors, truck drivers

If you are an employee of an organization or company that has a contractual relationship with **ADPO GROUP** as supplier or customer we will process your business data (e.g. business e-mail address, business phone number, ...) and personal data (e.g. surname, first name, ...) in the context of the execution of this contractual relationship.

2.2. Purpose of the processing

Regarding the relationship between you and **ADPO GROUP**, personal data may be processed for the following purposes:

- Customer administration/customer management
- Supplier administration/supplier management
- Accounting operations
- Dispute management
- Execution of agreements

If you are an employee of an organization or company that has a contractual relationship with **ADPO GROUP** as supplier or customer, we may use your data in the context of the execution of this contractual relationship.

2.3. Duration of processing

ADPO GROUP will only retain your data for the period necessary for the purposes of achieving and fulfilling the objectives under 2.2, unless a longer retention period is required or justified by law or another legal obligation.

3. Transfer of your data to third parties

In certain cases, your personal data may be passed on to third parties. More specifically:

- To companies cooperating in the framework of activities linked to the work of **ADPO GROUP** (e.g. subcontractors, service providers, etc.);
- To competent authorities within the framework of legal and regulatory obligations.

4. Data subject's rights

Within the framework of the General Data Protection Regulation, you are granted a number of rights with regard to the processing of your personal data. These are:

- Right of access and copy of data
- Right of rectification of such data
- Right to have the data deleted (right to be forgotten)
- Right to limitation of processing
- Right to transferability of data

If you have any questions about or wish to exercise these rights, please contact our data controller via E-mail privacy@adpo.com or the Data Protection Authority via E-mail commission@privacycommission.be).

5. Contact

If you have any questions regarding the processing of your personal data, the exercise of your rights as a party concerned or information about our CUSTOMER GDPR policy, please contact our data controller via E-mail privacy@adpo.com