

# Privacy Policy

Conceptum maintains a strict privacy policy. We take your privacy very seriously and take thoughtfully care of your personal information.

The privacy statement applies to all personal data obtained through the different event websites or and is in line with the new European GDPR legislation of the processing and protection of personal data.

You should be aware that Conceptum is not responsible for the privacy policies of other sites and sources. Conceptum respects the privacy of all users of its site and ensures that all your personal information is treated confidentially.

## Use of collected data

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Your personal data are processed by Conceptum for the following purposes and legal grounds:

1. The use of our services.
2. Communication.

## Use of our services

When you sign up for one of our services, we can ask you to provide personal information. We may request the following personal data; name, first name, telephone, address, language and e-mail address. The data is used to perform the service correctly. The data is stored on secure servers of Conceptum or those of a third party. We will not combine this information with other personal information.

## Communication

When you send an e-mail or other messages to us, we may save those messages. Sometimes we may ask personal details that are relevant to the situation in question. The personal data that we can request are; name, first name, telephone, address, language and e-mail address. This makes possible to process your questions and to answer your requests. The data is stored on secure servers of Conceptum or those of a third party. We will not combine this information with other personal information.

## Cookies

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We use cookies on our website. A cookie is a simple small file that a website stores on your hard disk via the browser. Information is stored in a cookie.



**De vzw's BESA en Febelux kunnen op geen enkel moment verantwoordelijk gesteld worden met betrekking tot de inhoud van de gegevens in dit document. Er wordt u enkel een gebruiksrecht op dit document gegeven.**

VZW BESA – Henri Devedeleerstraat 28, 1501 Buizingen – welcome@b-esa.be  
VZW Febelux – Belgiëplein 1, 1020 Brussel – info@febelux.com

Most browsers are set to accept cookies by default, but you can reset your browser to refuse all cookies or to indicate when a cookie is being sent. However, some features and services on our and other websites may not function properly if cookies are disabled in your browser.

## Purposes

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We do not collect or use information for purposes other than the purposes described in this Privacy Policy, for the use of our services and communications, unless we have obtained your consent in advance.

## Third parties

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We may furnish third parties with the information that you provide too us if this is necessary for carrying out the above described purposes. In some cases the information can be shared internally, our employees are obliged to respect the confidentiality of your data.

Conceptum never transmits personal data to other parties with whom we have not entered into a processor agreement. We, of course, make the necessary arrangements with these parties to ensure the security of your personal data.

Furthermore, Conceptum will pass on personal information to third parties if this is legally required and permitted. We may also share personal data with third parties if you give us permission in writing. You have the right to withdraw this consent at any time. We do not provide personal data to parties which are located outside the EU.

## Personal data and protection

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Conceptum does not store personal data longer than necessary for the purpose for which it was provided or required by law. The personal data will be removed from our database after a maximum inactive period of 5 years.

You have the right to inspect and the right to correct or remove your personal data. At the bottom of this privacy statement you can find our contact information. To check your identity, we may ask you to send a copy of the frontside of your identity card. We strongly advise to make your passport photo invisible and to mention that it is a copy.

You can also object to the processing of your personal data (or a part thereof) by us or by one of our processors.

You also have the right to transfer your personal data by Conceptum to yourself or by order of you directly to another party. We can ask you to identify yourself, before we can respond to these requests.

Conceptum strives to protect your personal data as well as possible. This is done both by technical and organizational measures, for example we have taken the following measures:

- All persons who can take note of your data on behalf of Conceptum are obliged to maintain their confidentiality.
- We use a username and password policy on all our systems.
- Personal data are backed up to be able to recover from physical or technical incidents.
- Our employees have been informed about the importance of the protection of personal data.

## Right of adjustment and improvement

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As provided for by the privacy legislation, you can always have your data modified / removed free of charge. Please contact us via the contact details below. To check your identity, we may ask you to send a copy of the frontside of your identity card. We strongly advise you to make your passport photo invisible and to mention that it is a copy. You will also find at the bottom of each mailing the possibility to change your details or to unsubscribe from the newsletter.

## Questions and feedback

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We regularly check whether we comply with this privacy policy. If you have any questions about this privacy policy, please contact us at [info@conceptum.eu](mailto:info@conceptum.eu)

If you have a complaint about the processing of your personal data, we ask you to contact us directly. You always have the right to submit a complaint with the Privacy Commission, this is the Belgian supervisory authority in the field of privacy protection.

[www.privacycommission.be/en](http://www.privacycommission.be/en)

## Adjustments of the Privacy Policy

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Conceptum reserves the right to change this privacy policy. We will implement the changes on this page.

The page was last modified on May 23, 2018.