



PERSONAL DATA CHARTER

General information

The following text details how QuPlace SPRL uses and collects your personal data and informs you of the measures taken to ensure it is protected as part of the use of the website in accordance with the provisions of the European Parliament and Council Regulation on the protection of individuals with regard to the processing of personal data and the free movement of such data, and repealing Directive 95/46/EC (Reference 2016/679 – General data protection regulation).

QuPlace SPRL protects the privacy of its web users by complying with the applicable regulations in force. Thus, QuPlace SPRL, as controller, has notified the Belgian Privacy Commission (hereinafter “CPVP”) of the collection and processing of your personal data.

QuPlace SPRL may collect your personal data, including through:

- The “Contact” form.
- When subscribing to the electronic newsletter offered by QuPlace SPRL.
- When creating your “Account” on the QuPlace SPRL website.
- When using our direct phone contact service with the QuPlace SPRL Sales and Marketing Department.

“Personal data” refers to information about you as a natural person which you voluntarily communicate by completing a form on the website of QuPlace SPRL, or which QuPlace SPRL collects during your visit to the website and which, whatever their nature, can be used to personally identify you, directly or otherwise. Personal data includes personal data (such as your names, contact information) and electronic identification data available on or from your computer (such as “cookies”, “IP addresses” or your browser preferences). Your electronic credentials can be used to identify your login terminal or the pages viewed on the QuPlace SPRL website when you visit the site and are generally alone insufficient to identify you by name.

Identity of the data controller and aims pursued by processing

The personal data collected on this QuPlace SPRL website can be used by QuPlace SPRL with the following BE0555990538 business number having as its registered office Rue des Jardins 6 – 7500 Tournai (BE) as data controller for the purpose of:

- managing relationships with customers and prospects via the “Contact” form
- offering them services, such as:
 - subscribing to the QuPlace SPRL newsletter
 - creating a personal space “Your Account” which memorises personal data which the user can modify.

Some of the personal data collected will allow us to send you informative newsletters and commercial solicitations by e-mail. We will ensure we obtain your prior consent on the collection form of the QuPlace SPRL website by ticking the answer “Yes” to the question “I wish to receive information from QuPlace SPRL about news, developments and events, and receive personalised offers at my stated email address.”

The information essential to QuPlace SPRL to fulfil the missions described above is marked with an asterisk on the various pages of the QuPlace SPRL website. Other information is optional and allows us to know you better and to improve our communications and services to you. The information collected by QuPlace SPRL includes your surname, first name, postal address, e-mail address and telephone number.

Rights of visitors to control their data: (right of access, of correction, of opposition)

Users who have provided their personal data via QuPlace SPRL’s website have the right to access and rectify inaccurate personal data concerning them (by sending a letter accompanied by a copy of an identity document with a signature) to our sales and marketing department:

- by post: by writing to Rue des Jardins 6 – 7500 Tournai (BE)
- by e-mail: by sending an e-mail to gisele@quplace.com

Users also have the right to oppose the processing of their data for legitimate reasons as well as the right to object to this data being used for commercial purposes, by contacting the above-stated department.

The QuPlace SPRL website offers web users the opportunity to subscribe to a newsletter called ‘Newsletter’ which contains information about QuPlace SPRL products, news, events, etc.

QuPlace SPRL lets web users who no longer wish to receive a newsletter unsubscribe:

- either by simply clicking on the unsubscribe link at the bottom of each newsletter.
- or filling out the “Contact” form specifying their request, as well as the e-mail address to be unsubscribed in their message.

So that we can meet this request, you will need to send us the information required for you to be identified: last name, first name, e-mail and possibly your postal address.

Sharing and disclosure of your personal data

QuPlace SPRL and the providers of QuPlace SPRL are the sole recipients of the data collected. Within QuPlace SPRL, your personal data may be communicated to QuPlace SPRL’s customer relationship

management departments. External service providers to whom your personal data may be communicated include in particular our hosting service providers.

QuPlace SPRL only transmits your personal data to a third party when:

- you have given us your prior consent for this information to be shared;
- QuPlace SPRL must share this information with its service providers and in particular its technical service providers to provide you with the service you have requested (for example delivery of a newsletter);
- QuPlace SPRL receives the request from a judicial authority or from any legally authorised administrative authority requesting that this information be disclosed in accordance with the legal provisions in force.

When you wish to introduce a QuPlace SPRL product or service to a relative, you expressly acknowledge that you have obtained the consent of the email recipient.

Data retention

QuPlace SPRL may be required to keep your personal data for a period not exceeding five years from the last time contact was made.

Security measures

QuPlace SPRL does its best to protect your personal data against damage, loss, misappropriation, intrusion, disclosure, alteration or destruction.

QuPlace SPRL's computer systems are subject to state-of-the-art physical and software protection. Procedures for physical and electronic backup of the data collected on the site are implemented in accordance with the European legislation in force concerning the protection of personal data.

Employees of QuPlace SPRL who, by virtue of their duties, might have access to your personal data are contracted to absolute confidentiality in this regard.

However, QuPlace SPRL has no control over the risks related to the operation of the Internet and draws your attention to the existence of potential risks in terms of occasional loss of data or breach of the confidentiality of data transiting via this network. The information offered on the site may be interrupted for reasons of force majeure or beyond the control of QuPlace SPRL or matters for which QuPlace SPRL is not responsible.

Information concerning cookies and browser preferences

First, it should be specified that a cookie (also called "signal connection" or "web beacon") is a file registered on your hard drive by a web server for a defined temporary period, in order to facilitate your web use and to improve the quality of the QuPlace SPRL website. It is important to distinguish between so-called "navigation cookies" and "statistical analysis cookies".

Navigation cookies allow QuPlace SPRL to store information such as your e-mail address, your "Account" credentials and the search terms you have entered into the search engine, in order to facilitate

your browsing on the site; their duration is limited to the duration of your web session, namely, 20 minutes from the last time you were active on one of the site pages.

QuPlace SPRL also relies on some of your browser preferences such as language or activation of JavaScript to facilitate your browsing. For example, detecting the language of your browser allows QuPlace SPRL to offer you the most appropriate version of the site.

Statistical analysis cookies allow QuPlace SPRL to store information about your browsing on the site such as the pages you have visited, the date and time of your visits, where you logged in, etc. These cookies do not allow us to identify you personally; the data they collect are then aggregated and assigned to a unique anonymous visitor. This data enables QuPlace SPRL to analyse the relevance of the site contents and to try to improve them. They can last for up to two years, to allow comparative analyses over time. To do this, QuPlace SPRL uses the Google Analytics tool.

You can refuse cookies by changing your web browser settings. However, this operation will delete all cookies used by the browser, including those used by other websites, which may lead to the alteration or loss of certain settings or information. Removing cookies may be liable to modify or even make it difficult to navigate the QuPlace SPRL website.

We inform you that you can refuse to register cookies by configuring your browser as follows:

For Google Chrome 5 and later:

1. Click on Settings
2. Click on Advanced
3. In the section “Confidentiality and security”, click on Content settings
4. Click on Cookies
5. Deactivate cookies

For Microsoft Internet Explorer 11.0 and later:

1. Choose the menu “Tools”, then “Internet Options”.
2. Click on the tab “Confidentiality”
3. Select the desired level using the slider.

For Firefox:

1. Choose the menu “Tools”>“Options”
2. Click on the option “Privacy”

For Safari 3.x for Mac OS X:

1. Choose the menu “Editions”
2. Click on the option “Preferences”
3. Click on the option “Security”
4. Click on the option “Display cookies”