

PRIVACY STATEMENT

Introduction

MachinImmo is strongly committed to protecting personal data. This privacy statement describes why and how we collect and use personal data and provides information about individuals' rights. It applies to personal data provided to us, both by individuals themselves or by others. We may use personal data provided to us for any of the purposes described in this privacy statement or as otherwise stated at the point of collection.

Personal data is any information relating to an identified or identifiable living person. MachinImmo processes personal data for numerous purposes, and the means of collection, lawful basis of processing, use, disclosure, and retention periods for each purpose may differ.

When collecting and using personal data, our policy is to be transparent about why and how we process personal data. To find out more about our specific processing activities, please go to the relevant sections of this statement.

Security

We take the security of all the data we hold very seriously. We have a framework of policies, procedures and training in place covering data protection, confidentiality and security and regularly review the appropriateness of the measures we have in place to keep the data we hold secure.

When and how we share personal data and locations of processing

We will only share personal data with others when we are legally permitted to do so. When we share data with others, we put contractual arrangements and security mechanisms in place to protect the data and to comply with our data protection, confidentiality and security standards.

We are a global group of companies and we use third parties located in other countries to help us run our business. As a result, personal data may be transferred outside the countries where we and our clients are located. This includes to countries outside the European Union ("EU") and to countries that do not have laws that provide specific protection for personal data. We have taken steps to ensure all personal data is provided with adequate protection and that all transfers of personal data outside the EU are done lawfully. Where we transfer personal data outside of the EU to a country not determined by the European Commission as providing an adequate level of protection for personal data, the transfers will be under an agreement which covers the EU requirements for the transfer of personal data outside the EU, such as the European Commission approved standard contractual clauses.

Personal data held by us may be transferred to:

- **Other companies in MachinImmo Group**

We may share personal data with other group companies where necessary for administrative purposes and to provide professional services to our clients. Our business contacts are visible to and used by MachinImmo employees among MachinImmo Group companies to learn more about a contact, client or opportunity they have an interest in.

- **Third party organisations that provide applications/functionality, data processing or IT services to us**

We use third parties to support us in providing our services and to help provide, run and manage our internal IT systems. For example, providers of information technology, cloud based software as a service providers, identity management, website hosting and management, data analysis, data back-up, security and storage services.

- **Third party organisations that otherwise assist us in providing goods, services or information**

- **Auditors and other professional advisers**

- **Law enforcement or other government and regulatory agencies or to other third parties as required by, and in accordance with, applicable law or regulation**

Occasionally, we may receive requests from third parties with authority to obtain disclosure of personal data, such as to check that we are complying with applicable law and regulation, to investigate an alleged crime, to establish, exercise or defend legal rights. We will only fulfil requests for personal data where we are permitted to do so in accordance with applicable law or regulation.

Changes to this privacy statement

We recognize that transparency is an ongoing responsibility so we will keep this privacy statement under regular review.

This privacy statement was last updated on 29th of May 2018.

Contact information

If you have any questions about this privacy statement or how and why we process personal data, please contact us at:

Data Privacy Specialist

MachinImmo bvba

Rechtstraat 360

B – 9160 Lokeren

Email: info@machinimmo.com

Phone: +32 (0)9 328 88 11

Individuals' rights and how to exercise them

Individuals have certain rights over their personal data and data controllers are responsible for fulfilling these rights. Where we decide how and why personal data is processed, we are a data controller and include further information about the rights that individuals have and how to exercise them below.

- **Access to personal data**

You have a right of access to personal data held by us as a data controller. This right may be exercised by emailing us at info@machinimmo.com.

- **Amendment of personal data**

To update personal data submitted to us, you may email us at info@machinimmo.com.

- **When practically possible, once we are informed that any personal data processed by us is no longer accurate, we will make corrections (where appropriate) based on your updated information.**

- **Withdrawal of consent**

Where we process personal data based on consent, individuals have a right to withdraw consent at any time. Kindly note that we often process personal data on another legal basis than your consent. To withdraw consent to our processing of your personal data please email us at info@machinimmo.com or, to stop receiving an email from a MachinImmo marketing list, please click on the unsubscribe link in the relevant email received from us.

- **Other data subject rights**

This privacy statement is intended to provide information about what personal data we collect about you and how it is used. As well as rights of access and amendment referred to above, individuals may have other rights in relation to the personal data we hold, such as a right to erasure/deletion, to restrict or object to our processing of personal data and the right to data portability.

- **If you wish to exercise any of these rights, please send an email to info@machinimmo.com**

- **Complaints**

We hope that you won't ever need to, but if you do want to complain about our use of personal data, please send an email with the details of your complaint to info@machinimmo.com. We will look into and respond to any complaints we receive.