

TRANSPARENCY STATEMENT

in compliance with (EU) Regulation 2016/679 of the European Parliament and Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC) (General Data Protection Regulation)

1. Company data

The identity and contact details of the controller are:
Footprints Language Services (Silke Van Vlasselaer)
Waversebaan 16 – 3050 Oud-Heverlee – Belgium
+32 474/28 14 37
info@footprints-languages.be

2. Collecting and processing personal data

Footprints Language Services (hereinafter 'Footprints') only processes the following data:

- your name and/or the name of your company;
- your address and/or the address of your company;
- your email address and/or the email address of your company;
- your bank account number and/or the bank account number of your company
- the VAT number of your company;
- the information contained in the texts which you request us to translate/revise/edit.

Providing personal data is necessary in the context of performing the contract for translation or other language services concluded or to be concluded between Footprints and the data subject. For the purpose of invoicing, the obligation to provide personal information arises furthermore from the legal obligation imposed on the controller. The provision of personal data is thus a necessary condition for the performance of the contract or this legal obligation. If the data subject does not provide the required personal data or requests for it to be deleted to the extent that this does not conflict with the legal obligations of Footprints, the above-mentioned contract may not be enforceable.

As a result of the legal obligation which rests on the controller, the personal data of the data subject may be communicated to government authorities.

The personal data of the data subject may be shared with third parties / sub-contractors with whom binding contracts have been concluded, which provide appropriate or customized measures that the personal data of the data subject will be processed in compliance with the requirements of the General Data Protection Regulation and that the protection of the rights of the data subject are assured.

The personal data of the data subject may be transferred to recipients in third countries with whom binding contracts have been concluded, which provide appropriate or customized measures that the personal data of the data subject will be processed in compliance with the requirements of the General Data Protection Regulation and that the protection of the rights of the data subject are assured.

Footprints does not perform automated decision-making and does not use cookies or similar technologies.

3. Exercising your rights

The data subject has the right to ask the controller to access his/her personal data, to correct it or to erase it, or to limit the processing related to the data subject. He/She also has the right to object to the processing and the right to data portability.

When consent is required for the processing, the data subject has the right to withdraw his/her consent at any time, without this affecting the lawfulness of processing based on consent before withdrawal.

The data subject has the right to lodge a complaint with the Data Protection Authority, 35 rue de la Presse, 1000 Brussels (tel. 02/274 48 00, email: commission@privacycommission.be).

4. Protecting your personal data

Footprints attaches considerable importance to the protection of your personal data and will take appropriate measures against unintended or unlawful destruction, undesirable loss, unauthorized modification, disclosure or access, against misuse and any other unlawful processing of the personal data it holds.

5. Retention period

Footprints will retain your personal data for as long as we maintain a business relationship, but for as long as is legally required, at least. To the extent that this does not conflict with the legal obligations of Footprints or the representation of a legitimate interest, we will delete your personal data when you inform us that you no longer wish to make use of the services of Footprints.