

# Privacy policy

## Protection of personal data

The information that follows concerns the protection of your personal data. This is the data that allows you to identify directly or indirectly, for example, your first name, last name, email address and IP address.

The collection of data occurs :

- As soon as you browse the MaskIT webpages. In your web navigator, the pages start with « <https://www.maskit.be> ». When a link leads you to another portal, a website, an application, an online application or a social network, it is the conditions for processing personal data of these services that you must refer to ;
- When you take contact with us

Your personal data are protected in accordance to :

- The European regulation 2016/679 of the European Parliament and of the Council of April 27th 2016 (entered into application May 25th 2018) relating to the protection of physical persons with regards to the process of personal data and free circulation of these data (RGDP)

## 1. Legal bases and purposes of the processing

We ensure to only collect strictly necessary data for the purpose of the process implemented.

The personal data are collected and processed in order to

- Inform you ;
- Answer your questions.

The data are also collected and processed anonymously for statistical and qualitative purposes, in order to improve our services.

## 2. Processed data

The personal data are collected and processed automatically in the two situations indicated in the table below.

Situations	Personal data collected and processed
You browse one or several webpage	IP Adresse
You contact us by email.	Last name, first name and email address that you enter.  Metadata linked or not to your email.

The data that are not personal are also collected automatically without any link to your IP address, therefore respecting your anonymity. They are used for statistical purposes and to improve the content :

- language choice ;
- web browser chosen ;
- keywords used ;
- website from which you arrived ;
- websites visited ;
- duration of visit per website ;
- list of files downloaded ;
- date and time of access ;
- browser used ;
- platform and/or operating system installed in your computer ;

### **3. Process manager**

MasKIT, headquartered at Drève des renards 17 (1180 Uccles) and represented by the president of the administrative Committee, is the processing manager for all personal data that is processed within the framework of its statutory tasks. This implies that it determines, alone or jointly with others, the ultimate purposes and means of processing of these personal data.

### **4. Use of cookies**

The MaskIT website uses cookies. A cookie is a little file placed by the website visited on your device to allow it to retain certain information relative to your usage of the website during your visit. These information are only used to improve your navigation on the MaskIT website.

This website uses the following cookies :

► Analytical cookies to record statistics for the website (in Google Analytics)

This data will be only processed to record the number of users in different services sections and to improve the services content.

(\_ga, \_gid, \_gat: are used by Google Analytics)

## **5. Retention period**

The retention period :

- of your IP address is 12 months ;
- of cookies is 13 months ;
- of exchanges via email is indefinite.

Your personal data are not retained longer than mentioned.

Your personal data are not transferred.

## **6. Security**

MaskIT guarantees the security (integrity and confidentiality) of your personal data. They are protected in particular against non authorised access, illegitimate usage, non authorised loss and modifications.

## **7. Access, rectification, portability, opposition, erasement rights, etc.**

You have the rights concerning your personal data that we use : access, rectification, portability, opposition, erasement, etc.

Your request will be treated within 30 calendar days. If this is complex or that our services face a big number of requests, this period will be extended to 60 days.

To exercise your rights, send an email or a letter to our data protection delegate, alongside a copy of your identity title containing your signature :

### **Contact**

webmaster@maskit.be

### **MasKIT**

Drève des renards 17

1180 Bruxelles

## **8. Claim**

If you feel that MasKIT hasn't treated your personal data in accordance to the regulations in place, you have the right to introduce a claim to the data protection Authority :

### **Data protection Authority**

Rue de la Presse 35

1000 Bruxelles

contact@apd-gba.be

<http://www.autoriteprotectiondonnees.be>

## **9. Contact**

For all information request relating to our data protection politivity, contact us :

### **MasKIT**

webmaster@maskit.be