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trafficrules.be

Publication date: May 4, 2021 - **Downloaddatum:** November 5, 2026

PRIVACY POLICY

PRIVACYSTATEMENT – Wegcode
*Last update on [*UpdateDate*].*

This website wegcode.be (after: the "**Website**") is property of:

Wegcode (after "**Wegcode**", "**We**" and "**Our**")
[*Straat + nr*]
[*Postcode + stad*]
[*Land*]

[*BTW-nummer*]

At [*KlantnaamKort*] we value your privacy.
We respect and protect your privacy and find it important that you feel comfortable on our website. That's why we want to inform you in an open and transparent way about the use of your personal data.

1. Why this privacy statement?

Through this privacy statement we give you a look at what information we have collected about you. When you visit our site and call upon our services, you will have to inevitably share personal data with us. For example: contact data, IP address, device information.

Through this personal data we have the ability to identify you as a natural person. You are identifiable from the moment we can make a direct or indirect connection between one or multiple personal-data and you as a natural person. Of course this is for a sort of service, namely care provision when absolutely necessary.

We promise that we will use and collect your personal-data only within the legal borders conform AVG(Regulation 2016/679).

2. Who will have access to your personal-data?

2.1. Processingcontroller

[*KlantnaamKort*] is 'Processing controller' in the sence of the GDPR. This concretely means that we alone decide which personal data will be collected, for what purpose we collect said data and with which means said data will be processed.

2.2. Processor(s)

As processing controller we are free to call upon a so called 'data-processor'. A processor is a natural person or rights-person who processes personal data on the request of a processing controller. The processor will always handle according to the instructions of the processingcontroller.

[*KlantnaamKort*] appeals to the following categories of processor-appeals:

- Company/organisation that we enabled for marketing-purposes;
- Company/organisation that we enabled for hosting-purposes;
- Company/organisation that we enabled for administrative-purposes;
- Company/organisation that we enabled for member management;

- Company/organisation that we enabled for client management;
- Company/organisation that we enabled for communication-purposes;
- Company/organisation that we enabled for security-purposes;

All the processors mentioned above are there - under the GDPR - to ensure the security and trust of your personal-datas. All of our processors have signed a processing agreement.

3. What data do we collect?

We will only process the personal data that we really need to reach the goals of our processing (see also article 4).

We process the following categories of personal data:

- Personal identification data (name, firstname, clubcardnumber, companyname, birthdate)
- Contact data (Telephone-number and email-address)
- Electronic identification data (IP-address, cookies)

We collect these personal data when you make use of this or other websites that are property of [*BedrijfsnaamKort*] or when you make use of our services. How much, how many and which data we collect will depend entirely on which services you call upon.

On top of that we use cookies to recognize the visitor of our website and offer him or her a personalized user-experience.

4. Why do we need your personal data?

We collect your personal data to offer you an optimal, safe and personalized user-experience. We keep the right not to execute certain operations or completely cancel these should data from your personal-data be missing, incorrect of incomplete.

Processing personal data is essential for the operations of our site and associated services

We will exclusively process personal-data for the following well defined purposes:

- Customer management: customer administration, order management, deliveries, invoicing, creditworthiness check, support, complaint monitoring, personalized marketing and advertising and sending newsletters.
- Member administration: the administration of members, volunteers and sympathizers of an association.

If you visit our website, we can also collect data for statistical purposes. We need that data to optimise the use of our website. When you visit the website, you declare that you agree with our data-collecting for statistical purposes.

You yourself will choose if you want to share your personal data with us. This way you remain in control. In case some personal data is incomplete or seemingly incorrect, we have the right to temporarily or permanently postpone certain acts and operations.

5. Transfer personal data?

Your personal data will be processed for internal use at **Wegcode**. We will never sell your personal data, pass data on or communicate to third-parties, except if you give us your explicit permission beforehand or if we are legally obliged to do so.

6. Retention period personal-data?

We keep your personal data as long as it is necessary to reach the predetermined goals in article 3. We will erase your personal-data from our database as soon as we no longer need it to reach our goals or when you yourself in any allowed way exercise your right to have your personal data deleted.

7. What are your rights?

7.1 Garantee of a rightful and safe processing

Your personal data will be constantly added for legitimate purposes, as mentioned in article 3. They will be collected and processed in an appropriate, relevant and proportionate way, and will not be saved any longer than necessary to reach the predetermined goals.

7.2 Right to view

If you prove your identity (e.g. a copy of your identity-card), we will gladly inform you about which personal data of you we save and what we do with said personal data. Right to view is free.

7.3 Right to delete

You have the right to order the deletion of your personal data in the following cases:

- When we no longer need your personal-data to reach our predetermined goals

- When you withdraw your permission for the processing of your personal-data and there's no other legal basis that allows the processing of your personal-data
- When you legally submit an objection against the processing of your personal-data
- When your personal-data is being processed in an unlawful way
- When we have to erase your personal-data based on legal obligations

Pay attention, in certain cases we have no choice but to keep your personal-data for a certain period of time, even if you'd rather have it completely erased from our database, because of legal obligations.

7.4 Right to correct

In case your personal data is incorrect or incomplete, we can always correct your data at your request. If certain personal data is no longer up-todate, please inform us.

7.5 Right to limit

In some cases you have the right to ask that we limit the processing of your personal-data. This applies for instance when there's an uncertainty in the accurateness of the data, if the data is necessary in a legal process or during the time **Wegcode** finds necessary to conclude that you can use your right of deletion.

7.6 Right to object

You have the right to object against the processing of your personal-data for direct marketing purposes, profiling purposes or purposes that originate from our legitimate interests. We will no longer process your personal data unless we can show that there is an urgent legal reason that prevents you from continuing your objection.

7.7 Right to data portability

You have the right to receive the personal data you have shared with us in a digital & readable standard format. In addition you may hand over said personal data- or allow us to hand it over to another processing-controller.

7.8 Right to withdraw your consent

You have the right to withdraw your consent at any given moment, for instance when you give us permission to use your data for direct marketing or for profiling purposes.

8. How can you exercise your rights?

In case you want to exercise one of the above mentioned rights, you can send a written request and prove of identification in a mail to **Wegcode**, **[*Straat + nr*].** We promise that we will respond to your mail at the latest one month after we received your request

9. Possibility for submitting a complaint.

9.1 Privacy Commission

In case you don't agree with the way we handle your personal data, you have the right to serve a complaint at the competent supervisory authority. For Belgium this can be done through the site of the privacy commission: https://www.privacycommission.be