

Politique de confidentialité

Easy Syndic values your privacy and cares about the way in which your personal information is treated. Our firm makes all possible efforts to guarantee full compliance with privacy legislation, in particular the General Data Protection Regulation (Regulation 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data).

This privacy policy is intended to inform you, in a transparent manner, about the data we collect, the purpose for collecting it, the way we use it and the rights you have regarding the processing of such data.

We draw your attention to the need to read this privacy policy carefully. If you have any other questions, do not hesitate to contact us at the following address: privacy@emeria.be

Please note that we may make changes to this privacy policy from time to time, for example, to comply with new legal obligations.

Who processes your personal data?

Emeria is the Controller of your personal data.

EASY SYNDIC s.p.rl.

Avenue Louise 251, 150 Bruxelles
1000 Brussels
Belgium

Belgian business registry (BCE) number: 0506.828.166

Easy Syndic has appointed a privacy responsible, whom you can contact if you have any questions regarding the protection of your data and the processing thereof, at the following address:

By mail:

EASY SYNDIC s.p.rl.
Avenue Louise 251, 150 Bruxelles
1000 Brussels
Belgium

By email: privacy@emeria.be

What data is processed?

We collect personal data including:

- Identification information, such as name and surname, marital status, date of birth, postal address, phone number and email address;
- Professional information, such as your job title and position, company you work for, your sector of activity;
- Financial information, such as IBAN/SWIFT and other payment-related information when they are necessary for the provision of services or for accountancy purposes;
- Data relating to your habits and preferences concerning your use of our websites;
- Information provided by candidates when applying for a job;
- Data communicated when creating your user account, such as your email address;
- Information communicated as part of our communications (by email or other means);
- Any other data that you would voluntarily communicate to us.

Why do we process your personal data?

We may collect personal data from you in the course of our business, when you contact or request information from us, when you engage our services.

We process your data for various purposes. For each purpose, only the data relevant to the pursuit of the purpose in question are processed. Your personal data may be processed for the following purposes:

- To establish, carry out and conduct the contractual relationship with you;
- To provide the services;
- To respond to requests for information;
- As part of any marketing and promotional activities offered to you and to the extent that you have consented;
- To evaluate job applications;
- For any other purpose to which you had expressly consented.

Personal data can be processed on one or more of the following legal basis:

- Performance of a contract: Easy Syndic need to collect some of your data to answer any of your requests. If you choose not to share this data with Easy Syndic, it may render the performance of the contract impossible;
- Your consent;
- Compliance with legal and regulatory obligations (record keeping obligations, sectorial information, ...);
- Easy Syndic's legitimate interest: Easy Syndic has a legitimate interest in interacting with you, to respond to your requests and especially to improve the services, prevent abuse and fraud, control the regularity of the operations, exercise, defend and preserve Easy Syndic's rights, unless such interests are supplanted by your interests or your fundamental rights and freedoms requiring the protection of your personal data.

If the legal basis of the processing is your consent, you have the right to withdraw it at any time without prejudice to the lawfulness of the processing performed prior to withdrawal.

With regard to personal data processed in the context of direct marketing activities, you may unsubscribe at any time from the Newsletter and other commercial communications, via the unsubscribe links contained in each marketing communication or by sending us an email to privacy@emeria.be

With whom do we share your data?

Our employees and subcontractors only have access to your data to the extent necessary to carry out the services and objectives pursued (proposes above expressed). Each of them is bound by an obligation of strict confidentiality.

We may share your personal information with certain trusted third parties in accordance with contractual arrangements in place with them, including:

- Our professional advisers and auditors including the prudential authorities and regulators;
- External third-party service providers to whom we outsource certain support services.

Please note that the aforementioned list is presented in a non-exhaustive manner and there may be other examples of situations where we need to share/transfer your personal data with/to other parties in order to provide our services as effectively as we can.

Your personal information will only be communicated to third parties to the extent that such information is necessary for the performance of a contract. In this case, the third parties will only communicate this information to other third parties if this is necessary for the performance of the contract or if they are obliged to do so by law and regulations.

How long do we keep your data?

We will keep your personal data no longer than necessary for the purposes for which we collected the data.

Easy Syndic will retain personal data where required to assert or defend against legal claims until the end of the relevant retention period or until the claims in question have been settled.

Once this goal is achieved, all personal data is deleted or anonymised.

How secure is your data?

Easy Syndic has in place appropriate technical and organizational measures to protect your personal data from destruction, loss, modification or any un-authorized processing. These measures for protecting personal data will regularly be adjusted to the technical developments and organizational changes.

In this respect, our partners, employees, consultants, workers and data processors, who have access to, and are associated with the processing of personal information, are obliged to respect the confidentiality of such personal information.

What are your rights?

In compliance with privacy regulations and within the limits of these regulations, you have the following rights regarding data processing activities:

▪ Right of access

You have the right to request confirmation that your data is being processed – or not – as well as access to the data we hold about you and details of how we process it.

▪ Right to rectification

You are entitled to have your personal data corrected if it is incomplete or inaccurate.

▪ Right to erasure

You are entitled to obtain the deletion of personal data, except those which Easy Syndic has a legal obligation to keep on record.

▪ Right to limitation of processing

You are entitled to obtain limitation of processing of your personal data and, in case of restriction have the processing limited to mere storage.

You may obtain a limitation of processing when you object to the processing, when you contest the accuracy of the data, when you consider that the processing is illegal.

▪ Right of portability

You are entitled to receive personal data you've provided us with, in a structured, commonly used and machine-readable format and are entitled to ask us to send this data to another data controller.

▪ Right to withdraw consent

Where processing is based on your consent, you have the right to withdraw your consent at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal. We may be able to continue to process your personal information to the extent required or otherwise permitted by law.

▪ Right to object

You have the right to object, on certain grounds relating to your particular situation, to the processing of your personal data at any time.

You can exercise your rights by contacting us at the following address:

By mail:

EASY SYNDIC s.p.rl.
Avenue Louise 251, 150 Bruxelles
1000 Brussels
Belgium

By email: privacy@emeria.be

Each request should contain sufficient proof of identity. Easy Syndic commits to examine any requests or complaints and to reply in a timely manner and in any case within one month of receipt of the application. If necessary, this period can be extended by one month, given the complexity and the number of requests.

Insofar as Belgian and European data protection laws so provide, you have the right to lodge a complaint with the Data Protection Authority if the processing of your personal data violates the applicable regulations.

Autorité de Protection des Données

contact@apd-gba.be

<https://www.autoriteprotectiondonnees.be/citoyen>

Rue de la Presse 35

B - 1000 Brussels

Phone: +32 (0)2 274 48 00

Where is your data transferred to?

Easy Syndic may transfer your data to a country outside the European Economic Area (EEA) through its subcontractors or (sub)processors. We only transfer your data to a third country if it offers an adequate level of protection of your data (e.g., where there is an adequacy decision or through the adoption of appropriate safeguards such as standard contractual clauses).

Policy Modification

From time to time, we may modify our Privacy Policy to comply with regulatory, case law, or technical changes. In this case, we will change the date of the last update and mention the date on which the modifications were made. If necessary, we will inform you and/or ask for your agreement. We advise you to consult this privacy policy regularly to stay informed of any changes or updates to our Policy.

Liability

In the event that your data has been legitimately communicated to third parties, Easy Syndic is not responsible for the processing of your data by these third parties and for any violation or illicit use made in this case.

Request and dispute

In the event of a dispute between us, Easy Syndic commits to give priority to dialogue and openness in search of an amicable solution.

09/07/2024