

# PROPULSION SYSTEMS PRIVACY POLICY

The privacy and security of your personal information is of paramount importance to us.

This Policy aims to clearly explain the types of information we may have collected from you, why it was collected, what we do with it and how we keep it secure.

## **Who we are**

The words (“we” or “us”) used throughout this Policy shall mean PROPULSION SYSTEMS BVBA.

Topics:

- What information do we collect about you?
- How will we use the information about you?
- With whom might we share your information?
- Marketing.
- Keeping your information secure.
- Other websites and Public areas of our sites.
- How long do we keep your information?
- Changes to our privacy policy.
- How to contact us.

## **What information do we collect about you?**

We collect information about you when you register with us or place an order for products or services. We also collect information when you voluntarily complete customer surveys, provide feedback and participate in competitions. Website usage information is collected using cookies.

The data that we collect includes the following: names, addresses, telephone numbers, email addresses and information about the goods and services that we have provided to you.

If you use any of our services, or provide your data to us, you expressly consent to the processing of your data by us or on our behalf. You still have the right to object to us using your data for certain purposes. Whatever you decide, we will respect your wishes.

## **How will we use the information about you?**

We collect information about you to process your order, manage your account, and, if you agree, to email you about other products and services we think may be of interest to you. We, also, use the information for statistical analysis to improve our market understanding.

## **With whom might we share your information?**

In order to operate our business and fulfil our obligations to you, consistent with this Privacy Policy and Data Protection Law, we may share your information with:

- Credit reference agencies and fraud prevention agencies
- IT companies who support our websites and internal systems
- Operational Companies such as carriers, to assist in delivering your goods
- Product Manufacturers and Suppliers to source specialised items at your request
- Our external marketing partners, who assist us with our electronic communications and direct marketing
- Google/Facebook to show you products we sell that might be of interest to you whilst you are browsing social media sites

We only operate with companies whose standards on the processing and security of data meet our own, therefore, you can be sure that we only share data that is necessary for them to perform their specific service to us.

### **Marketing**

We would like to send you information about products and services of ours, which may be of interest to you. If you have consented to receive marketing, you may opt out at a later date.

We may do this through email, post or social media.

You have a right, at any time, to stop us from contacting you, for marketing purposes.

### **Keeping your information secure**

We make every effort to keep your information secure.

We have, in place, robust access controls to our IT systems, such as firewalls, strong anti-virus and web filtering software, network segmentation and physical segmentation, user ID's/Passwords.

Staff access codes are used to limit physical access to the building where data is held.

We use all reasonable means to protect your data when exchanging information between you and us via the internet, including using Website SSL technology, which means that information passing between your browser and our sites is encrypted. Also, our web hosts use only the latest and most up to date patched server software.

### **Other websites and Public Areas of our sites**

Our website contains links to other websites. This privacy policy only applies to our website so when you link to other websites you should read their own privacy policies.

We cannot control the use of information you disclose in any public area of our Facebook, Google+, linkedin, Twitter or YouTube site. Once posted, it will become public information. We would urge you to disclose with caution any information of a personal nature when using these sites, as we cannot control the use of this information.

**For how long do we keep your information?**

We will retain your Personal information for as long as needed or we are permitted to, in light of the purpose for which it was obtained. Retention periods are based upon the length of time we have an ongoing relationship with you and provide services to you, when we have a legal obligation to which we are subject, or as advisable in light of our legal position (statutes of limitations, litigation or regulatory investigations).

You can request to review, correct, update, suppress, restrict or delete personal information that you have previously supplied to us by contacting us, either by [email](#) or by writing to us using the contact details below.

We will only update personal information relative to the email address the request was received on and we may need to confirm your identity before undertaking your request.

**Changes to our privacy policy**

We keep our privacy policy under regular review and we will place any updates on our web site. We encourage you to periodically review the details, as your continued use of our website represents your consent to the updated Policy.

This privacy policy was last updated on 24<sup>th</sup> May 2018.

**How to contact us**

By email: [info@propulsionsystems.be](mailto:info@propulsionsystems.be)