

## Privacy policy Delta Point OCS <sup>®</sup>

### 1. Delta Point OCS <sup>®</sup> respects your privacy and protects your personal data

When processing your personal data, Delta Point OCS <sup>®</sup> BVBA, Blauwtorenplein 2, 2000 Antwerp, Belgium (hereafter "Delta Point OCS <sup>®</sup>") will carefully comply with all rules imposed by the law of 8 December 1992 on privacy protection in relation to the processing of personal data.

By using our (web based) services, you automatically agree with the way Delta Point OCS <sup>®</sup> gathers and processes your personal data, as described below.

### 2. Which types of personal data are processed by Delta Point OCS <sup>®</sup>?

The personal data processed by Delta Point OCS <sup>®</sup> have either been directly obtained from you, or have been obtained via the parties whom Delta Point OCS <sup>®</sup> has a contractual relationship with to deliver services, including but not limited to electronic invoices and debtor control services. Personal data will typically relate to your company's name, legal form, sector of activity, language, e-mail, phone and fax number, company number and company account number. In addition the following data of a contact person of a company are processed: name, e-mail, phone, mobile phone number, fax, language. These types of data are required for a good service delivery. Delta Point OCS <sup>®</sup> also processes personal data that are technically required to make use of our web based services. These data can i.a. relate to login data (logfiles), past messages (audit trail), website visits (cookies) and digital signatures used (certificates).

### 3. Why does Delta Point OCS <sup>®</sup> process your personal data?

Delta Point OCS <sup>®</sup> processes your personal data in order to successfully deliver the services you, your company, or your trading partner requested, such as the creation of invoices, the follow-up of payments and debtors. In such case Delta Point is merely a data processor for the data controllers, i.e. your company or your trading partner. Delta Point OCS <sup>®</sup> also uses personal data (as data controller) in its context of typical customer administration and to keep its customers informed from time to time about new, similar services and products offered by Delta Point OCS <sup>®</sup>. If a customer no longer wish to receive such communication in the future, he can always unsubscribe, as referred to in each electronic communication.

### 4. How long does Delta Point OCS <sup>®</sup> store your personal data?

Delta Point OCS <sup>®</sup> only stores your personal data for such duration as required for a successful service delivery. Legal data retention requirements can, however, call for a longer storage period. Delta Point OCS <sup>®</sup> will destroy or anonymise your personal data when the legally required retention period has expired.

### 5. Does Delta Point OCS <sup>®</sup> share your personal data with third parties?

Delta Point OCS <sup>®</sup> does not transfer your personal data to third parties, unless such is necessary for the correct delivery of the services you or your trading partners requested. Delta Point OCS <sup>®</sup> can also involve a third party to carry out processing for Delta Point OCS <sup>®</sup> under strict contractual conditions. Delta Point OCS <sup>®</sup> can also be obliged to hand over your personal data on the request of a public authority or by an order of a court or other judicial authority.

### 6. Can you consult, modify or even delete your personal data?

You always have the right to be informed about your personal data being held by Delta Point OCS <sup>®</sup>. You also have the right to have your personal data deleted if they are no longer relevant or to correct them if they are no longer accurate.

To effectively enforce these rights, please contact the data controller (see point 3 above). If Delta Point OCS <sup>®</sup> is the data controller you can send an email to [admin@deltapointocs.eu](mailto:admin@deltapointocs.eu) or by sending a dated and signed request to Delta Point OCS <sup>®</sup> BVBA, Blauwtorenplein 2, 2000 Antwerp, Belgium. Delta Point OCS <sup>®</sup> will reply to your request within the legally specified term.

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**7. Are your personal data stored in a secure way?**

Delta Point OCS ® will take all technical and organisational measures necessary to protect your personal data against abuse, destruction, loss or any other action that may compromise the secure storage of your personal data. For these purposes, Delta Point OCS ® employs strict and extensive security checks to avoid unauthorized access to and abuse of your personal data.

**8. Which law applies to this privacy policy?**

Except in case of contrary provisions of imperative law, Belgian law applies to this privacy policy. In case of a dispute, only the courts of Antwerp will be competent.

**9. Can this privacy policy be changed?**

Delta Point OCS ® reserves the right to change this privacy policy at any time, but will in any case do so in accordance with the applicable laws and regulations.

This privacy policy was last modified and revised on 16/10/2008.