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# PRIVACY STATEMENT

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Date: 25<sup>th</sup> May 2018

Version 1.0

## General

GRAFITYP are well aware of the fact that your privacy is of utmost importance and thus needs to be treated with due care. Grafityp will see to it that – in accordance with the GDPR (General Data Protection Regulation) legislation – your privacy will be fully respected at all times.

This means that we will use and protect your data in a very transparent and clear way.

## Personal Data

Grafityp keep all data that are collected from online information requests, telephone calls or business cards that have been handed over to us during one of the events at which we were introducing our product range.

The data that we keep are mainly your name, address or correspondence data (telephone, fax, cell phone).

In case of a business agreement, meaning that you as a customer have bought products from us, we will use your data in a business context. This means that we will use your account number as well as your bank and payment details.

Personal details will be used only by authorized persons and will in no case be passed on to any other party or company. We make use of mailing systems that are externally managed. This party is also bound to the same privacy conditions.

## Purpose of the data

We are keeping these data with the purpose of informing people of new products that we are offering and/or publishing news items related to our company.

From all our active customers, we make use of all necessary data in order to be able to handle our mutual business activities.

## Data Retention Period

Your personal data will be kept as long as it is legally or commercially relevant.

Upon unsubscription your data will no longer be used by our departments. They will, however, be kept in our system for a period of 5 years, unless you explicitly ask us to remove them earlier.

For more information please contact [privacy@grafityp.com](mailto:privacy@grafityp.com)

## Website Analysis

We make use of analysing tools to be able to evaluate the use of our website. This does not include the use of any personal data, with the exception of information on the region from which our website has been visited. In no case are more data kept or processed.

## Cookies

Cookies are digital files that are created when a website is visited, in order to recall certain data.

They make sure that you don't have to select a language every time you visit the website.

In short: they are used to make it easier for the user to visit the website.

You are completely free to switch off the cookies. This can be done in your browser's settings.

GRAFITYP will in no case use the data from these cookies for any other purpose.

## Social Media

GRAFITYP are also active on various social platforms (Facebook, Twitter,...) in order to promote our products on a larger scale.

These platforms are also bound to the same legislation to treat and protect all personal data in the most appropriate way. In this respect, please read their privacy statements, which are available from their websites.

## Rights of the User

As a user, you have various rights that you can make use of:

### Overview

You can at any time ask for an overview of the data that we keep on you.

### Correction

You always have the right and the possibility to correct the data that we keep on you, if you feel this might be necessary.

## Right to be forgotten

You have the right to have all your data erased. Only if no legal or commercial interests are involved are we obliged to follow up on your request.

All questions on these rights can be sent directly to [privacy@grafityp.com](mailto:privacy@grafityp.com).

## File a Complaint

If you believe your rights as a user have been violated, you can file a complaint at the same e-mail address.

If you believe your complaint is not treated sufficiently, you have the possibility to get in contact with the privacy commission ([www.privacycommission.be](http://www.privacycommission.be))

## Safety Measures

Our systems are equipped with adequate safety measures to make sure that unauthorized parties will never be able to gain access to your data.

These measures are physically as well as password protected.

## Contact

You can contact us at any time

GRAFITYP selfadhesive products

Centrum-Zuid 1539

3530 Houthalen

Belgium

Tel ++32 11 600850

[info@grafityp.com](mailto:info@grafityp.com)

[privacy@grafityp.com](mailto:privacy@grafityp.com)