

## PRIVACY POLICY

As part of our activity (organization of professional trainings), we collect personal data referring to you.

We pay special attention to the protection of your data, whether you be participant in our training programs or simply showing interest in them.

That is why we have drafted a Privacy Policy to openly explain to you how we treat your data.

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### **A. SCOPE**

Our Privacy Policy applies to all personal data we collect about you - with your prior consent - when you browse our website or when you participate in one of our information sessions or one of our training programs.

Our Privacy Policy has been drafted in accordance with applicable data protection legislation (Regulation (EU) 2016/679 of the European Parliament and of the Council of April, 27, 2016 on the protection of individuals with regard to the treatment of personal data and the free movement of such data).

### **B. TREATMENT OFFICER**

Nexum SA  
0536.362.389  
Rue Emile Francqui, 11  
1435 Mont-Saint-Guibert  
Belgium  
+32 10 86 19 00  
Privacy@nexum.eu

### **C. CATEGORIES OF DATA**

As part of our activity, we collect the following data :

- Contact data
- Professional data
- Behavioral data

#### **D. PURPOSES OF THE TREATMENT**

##### **1) Regarding contact data**

Your contact details allow us to include you in the *NEXUM Community* and thus give you access to information about the professional trainings we organize, to send you NEXUM documentation, to subscribe to our newsletter and to our training programs.

##### **2) Regarding professional data**

Your professional data allows us to offer you products and services whose content is in line with your aspirations and career path, your actual and current needs.

##### **3) Regarding behavioral data**

Your behavioral data allows us to understand better your profile and habits and thus anticipate your needs.

#### **E. DURATION OF DATA CONSERVATION**

Your data is kept strictly for the duration required, i.e. :

- when you participate in our training programs : for a period equal to the lifetime of your professional email address.
- when you show interest in our services : 3 years as of December 31 following your absence of reaction to our messages.

At the end of these retention periods, we proceed to the deletion of these datas.

#### **F. RECIPIENTS OF DATA**

In order to optimize the quality and the relevance of our products and services, we may call - for certain activities - upon third parties specialized in their field (communication, management of our website, activities on social media, management and enrichment of our database).

All of these subcontractors are listed in a log of processing activities that we maintain internally.

We carefully choose all our subcontractors and ensure that they meet the same level of data protection requirements as the one we offer you (including if our subcontractors are located outside of the European Union).

To this end, we sign with each of our subcontractors a contract stating in particular their obligations regarding the protection of personal data.

In any case, it is understood that your data will never be sold.

## **G. DATA UPDATE**

In order to update our database, we will erase or rectify any data referring to you and that would prove to be inaccurate.

## **H. PROTECTION OF YOUR DATA**

We guarantee that all technical, organizational and human measures (firewalls, personal passwords, verification system, limited access to files ...) are taken to ensure the protection of your data (especially against loss, abuse, access, unauthorized modification and destruction).

The storage mode and the security and confidentiality measures of your data are specified in a register of processing activities developed and maintained internally.

In the event of a breach of your personal data, we will notify the Data Protection Authority as soon as possible and, if possible, not later than 72 hours after becoming aware of it.

It goes without saying that you remain however solely responsible for the security and the confidentiality of your login data (username, password, etc).

In case of theft or misuse of your login data, please inform us immediately by e-mail at the following address: [Privacy@nexum.eu](mailto:Privacy@nexum.eu).

## **I. YOUR RIGHTS**

In accordance with the applicable legislation, any person involved in the processing of personal data has the right to:

- access its data and retrieve its data as a copy (easily usable and allowing data portability)
- request deletion of his data
- modify inaccurate or incomplete data
- request a limited use of his data
- refuse the processing of his data, including processing for direct marketing purposes

We invite people who wish to claim their rights to send an email to the following address: [Privacy@nexum.eu](mailto:Privacy@nexum.eu).

Claims will be processed as soon as possible and in any case within one month of receipt of the request.

We would also like to point out that any person involved in the processing of personal data has the right to lodge a complaint before the Data Protection Authority if they consider that the processing of their data constitutes a violation of the applicable law regarding data protection.

## **J. MODIFICATION OF OUR PRIVACY POLICY**

Our Privacy Policy may be amended to ensure compliance with the provisions of the GDPR.

We invite you to check on a regular basis our website for the latest version of our Privacy Policy.

*Last modification date : February, 18, 2020*