

Privacy Policy APTEC

This Privacy Policy outlines the data processing and privacy practices of APTEC Diagnostics nv ("APTEC").

This Privacy Policy outlines APTEC's practices regarding the collection, storage, transfer and use (= **processing**) of individually identifiable information (= **Personal Data**) that APTEC collects about you via www.aptec.be and/or via other communication methods.

When our Privacy Policy changes in any substantial way (such as any new uses of your Personal Data), the revised Privacy Policy will be posted on this website and the version number and effective date will be updated.

1. We Collect Personal Data

a) When You Complete Online Forms

You may access most of the information on our website without having to complete an online form.

There are website areas that require you to register or complete forms so that we can provide you with services or items you request; for instance, using our contact form. Information that you provide on these online forms may include your name, address, email address, and your interests in certain APTEC products, product lines, or services. We do not collect any sensitive data (as defined in GDPR Article 9) such as health-related information. Our collection of Personal Data when you complete any online registration or other Personal Data collection form this website is subject to this Policy.

b) Via Other Means

Personal Data may also be collected via other means, such as via e-mail, business cards, and during meetings with you. These data are subjected to the same legislation as the data mentioned in Section 1a. and 2 and also do not include any sensitive data.

2. We May Collect Personal Data Using Cookies When You Browse our Website

Cookies are text files containing small amounts of information which are downloaded to your device when you visit our website. You can find more information about cookies at www.allaboutcookies.org and www.youronlinechoices.eu

When you visit our website, we use cookies for example to store your login data. You must enable cookies in your browser settings to use our customer extranet MyAPTEC.

We use First party cookies which belong to and can only be read by the website itself, these cookies are essential for the functionality of MyAPTEC giving you access to all parts of the website; and Third party cookies which may be placed on the website by third parties for example to schedule meetings.

We recommend you leave your cookies on, because they among others allow you to access MyAPTEC. For example, if you block or otherwise reject cookies you will not be able to sign in.

3. How We Use Personal Data You Provide

- a) The Personal Data you provided through online forms may be used by APTEC to provide you with the products, materials, and services you request, as well as:
 - To improve, maintain, and protect our website and to ensure that the content is relevant to your needs and preferences;

- To enable you to view your specific documents such as pricelists, invoices, product information, invoices, quality assurance documents, transport information;
 - To respond to any other inquiries or requests that you might make;
 - To notify you about updates on our website;
 - To conduct market, customer and general business analysis for APTEC's internal use; and
 - To improve and/or develop our products, materials and services.
- b) The Personal Data, if any, collected through **cookies**, may be used by APTEC as mentioned in Section 1 of this Policy. If you do not provide your Personal Data to APTEC we will not be able to provide you with the products, materials and services you request or the additional services listed above.
- c) The Personal Data provided by **other means** may be used by APTEC to provide you with the products, materials and services you request as well as:
- To collect partner-specific contact information;
 - To follow-up on orders, invoices, pricelists and other partner-specific documents and agreements;
 - To follow-up on customer satisfaction;
 - To perform supplier assessments;
 - To register and follow-up on customer and supplier complaints;

4. Categories of Recipients to Which Your Personal Data May Be Transmitted

Your Personal Data is held in confidence and is never provided to any organization outside of APTEC (= **third party**) except in the following conditions:

- 1) We may provide Personal Data to third parties in connection with fulfilling or processing your specific requests. For example, we will use a third-party shipping company to ship your order.
- 2) We may provide Personal Data on a reasonable need-to-know basis to third parties bound by nondisclosure obligations. These third parties may be assisting us with the maintenance, protection, or operation of our website and facilities and may work in connection with website, market or business analysis conducted on our behalf for our internal use only.
- 3) We may also provide Personal Data to third parties, who are bound by nondisclosure obligations, assisting us with data management.
- 4) We may share Personal Data with law enforcement or other entities as required or permitted by law or to assist a lawful investigation.
- 5) Personal Data may also be disclosed to third parties, who are bound by nondisclosure obligations, in connection with an APTEC merger, acquisition, or sale.

We do not provide Personal Data that you supply to us to third parties for their own marketing purposes.

5. Personal Data Storage

The Personal Data you provided us are retained for the term reasonably necessary to process your requests as described herein; however, we may need to retain archival copies of Personal Data as required by applicable laws and for traceability purposes.

6. We May Contact You

Newsletters

If you choose to work with APTEC, we will request your explicit consent to receive Newsletters from APTEC. If you wish to receive these Newsletters informing you of our products and our company, please state your desire to keep receiving our Newsletters to info@aptec.be. If you do not wish to receive Newsletters from us, no specific action is required. If you have given your consent to receive Newsletters, each time we send you one, it will give you the option to opt out of receiving future Newsletters.

No Ad Servers

We do not partner with any ad server companies and no third-party banner ads will appear on our website.

7. Your Rights concerning Your Personal Data

If you are an APTEC partner, you have, among other rights set forth by applicable law, the following rights: you can ask to access, modify/update, or delete your Personal Data at any time. You can also revoke your consent(s) or enforce your rights by contacting us: via email to info@aptec.be or through the contact form at our website.

If you do not wish for your Personal Data to be processed, transferred, and/or used as set forth in this Policy, please do not provide such Personal Data to APTEC.

8. Security

We maintain physical, technical, and organizational safeguards to protect your Personal Data from unauthorized or inappropriate access. Our servers hosting your Personal Data are spread over and located in The Netherlands, Ireland and India.

9. Children

Our services are not intended for persons under 18 years of age. We do not knowingly collect Personal Data from or about children or minors, and we do not knowingly market our products or services to them.

10. Contacting us

If you have any questions about this Privacy Policy or wish to exercise any of your rights as described in Section 8, please contact us at info@aptec.be . We will do the utmost to resolve any complaints regarding the use of your Personal Data in accordance with this Privacy Policy.

If you have any questions or if you feel that our website is not following its stated Policy, please let us know at info@aptec.be.

You may also contact us by post mail at: Industriepark-West 42C, 9100 Sint-Niklaas, Belgium or via our website www.aptec.be

11. Contacting the Belgian Privacy Commission

As APTEC is based in Belgium, the Belgian Commission for the Protection of Privacy (CPP) contact details are:

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Tel +32 (0)2 274 48 00
Fax +32 (0)2 274 48 35
Mail commission@privacycommission.be