

### **1. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### **2. Who is responsible for managing my information?**

This website is owned and maintained by Diversi Foods, we are also the data controller. This means we decide how your personal data is processed and for what purposes.

We are responsible for the collection and proper management of any personal information you submit.

We will keep your personal details secure and use the information you provide consistently with applicable privacy and data protection laws and the terms of this Privacy Policy.

### **3. What information do we collect?**

When filling in a form on our site, you may be asked to enter:

- Your name
- Email address
- Postal address
- Phone number

You may, however, visit our site anonymously.

We also collect website usage information. We do this using cookies (see section 9 below).

### **4. How do we use your information?**

The information you provide may be used in a number of ways:

- For the purposes for which you provided the information
- To respond to your inquiries
- To customize the content you see
- For statistical purposes when we evaluate our range of services

### **5 How do we protect visitor information?**

We implement a variety of security measures to maintain the safety of your personal information. Your personal information is contained behind secured networks and is only accessible by a limited number of persons who have special access rights to such systems, and are required to keep the information confidential. When you access your personal information, we use of a secure server. All sensitive information you supply is transmitted via Secure Socket Layer (SSL) technology and then encrypted into our databases to be only accessed as stated above.

### **6. Who will we share your information with?**

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information unless we provide you with advance notice, except as described below. The term "outside parties" does not include our business. It also does not include website hosting partners and other parties who assist us in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others' rights, property, or safety. However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.

## **7. When can we contact you in the future?**

We would like to send you information about our own products and services, as well as those of selected third parties. We may do this by post, telephone, email or SMS, unless you have told us that you do not wish to be contacted in this way.

We will always ask you to confirm in advance that you are happy for us to allow third parties to contact you by email.

If you would like to change any of your preferences relating to the way in which we may use your information for direct marketing, then please contact us at [info@diversifoods.be](mailto:info@diversifoods.be).

## **8. How long will we hold your information for?**

We have a system of retention periods in place to ensure that your information is only stored whilst it is required for the relevant purposes or to meet legal requirements. Where your information is no longer required, we will ensure it is disposed of in a secure manner. Specifically, we retain data while it is still current; up to 6 years after the calendar year to which they relate.

## **9. Cookies**

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site.

For detailed information on the cookies we use and the purposes for which we use them see our [Cookies Policy](#).

## **10. How can you access and update your information?**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email at [info@diversifoods.be](mailto:info@diversifoods.be), or write to us at the address below. Please note that we may charge a small administrative fee for the provision of this information via postal service.

St. Krispijnstraat 9, 8900 Ieper, België

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

## **11. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **12. Does the policy apply to linked websites?**

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

## **13. How do we update this privacy policy?**

We keep our privacy policy under regular review and we will place any updates on our webpage.

This privacy policy was last updated on 31/05/2018.

## **14. Who can you contact if you have queries about this privacy policy?**

Please contact us if you have any questions about our privacy policy or information we hold about you.

By email: [info@diversifoods.be](mailto:info@diversifoods.be) or write to us at St. Krispijnstraat 9, 8900 Ieper, België