

LEGAL NOTICES

L.G. & Associates places importance to privacy protection.

L.G. & Associates is committed to respect the confidentiality of the data we collect in accordance with the General Data Protection Regulation (GDPR) which took effect on May 25th 2018 (Rule 2016/679 April 27th 2016).

Article 1 – Collected data :

Data are collected via different ways:

- i. Mail & e-mail; Phone & text; during appointments;
- ii. Through the accounting and administrative documents we collect in order to perform our Mandate and/or missions;

The Data we collect are of different nature:

- i. Direct identification Data such as full name, birthday, ID photo, civil status, address, national number, phone number, email address, etc.
- ii. Indirect identification Data, such as marital status, patrimony, debts and loans, bank account numbers, degree, spending, revenues, subscriptions, places, car brand, rent, hobby, etc.
- iii. Business information, such as ECB number, VAT, banking Data, job, partners and/or associates, profit/loss, social security number, key partners, business model, name of your customers, etc.

The Data collected will be stored in a secure environment :

→ Cloud and/or L.G. & Associates Office

Your personal Data are available solely to members of L.G. & Associates. The only reason we consult and use them is to perform our Mandate and/or our missions.

We guarantee the security of your Data by the use of the following technologies:

→ Antivirus, password and login, firewall, professional licenses, alarms, secure locks, CCTV, etc.

Such data (including that provided in the past) can only be processed with your consent.

Article 2 – Purpose and transfer of the collected Data:

i. Purpose

Your personal Data are processed only in order to perform the specific purpose mentioned in our engagement letter.

Transfer

Your Data are confidential. They will neither be transferred, nor sold, nor let to any party outside of L.G.

Your Data are nevertheless eligible to being transferred to third parties such as tax administration, suppliers, customers, social secretariat, social insurance agency, banker, insurance provider as part of our Missions and/or Mandate.

The Data may be processed in countries inside or outside of the EU for which the European Commission cannot guarantee a sufficient level of personal Data protection.

Should such a case occur, L.G. will assure protection by means of standard contractual clauses pertaining the article 46.2 of the GDPR.

Article 3 – Length of time the Data are to be stored:

The collected Data are stored in a “permanent file” during 10 years as from the end of our Mandate in accordance with the applicable legislation, such as the anti-money laundering law or the code of ethics of our Institute.

Article 4 – Rights & freedoms :

We collect a large amount of Data as from the moment you instruct L.G. & Associates to perform a Mandate and/or several Missions.

You possess the following rights in relation with this collection :

i. Right to access and communicate

You have the right to consult and access your personal Data and obtain information regarding their treatment.

ii. Right of rectification and erasure

You have the right to rectify your Data if it is inaccurate or complete it if it is incomplete. You also have the right to order that we erase your Data if you decide we no longer need to process it.

iii. Right to restrain treatment and opposition

You have the right to order us either limitation of the use of your Data or completely oppose to its treatment, in which case we would continue storing your Data without processing it.

The legal nature of the engagement letter is not affected by the withdrawal of consent.

Article 5 - Claim

In accordance with article 77 of the GDPR, you may also contact or file a complaint to the competent authority at the following address:

1000, Bruxelles – Rue de la presse, 35

Phone number : +32 2 274 48 00

Or by email at the following address:

commission@privacycommission.be

Or the control authority of your country of residence to exercise your right.