

## PRIVACY POLICY

**MWM Logistics BVBA** (hereinafter referred to as "MWM") attaches great importance to the confidentiality and the protection of your personal data. This policy document clarifies how we collect, process and use your personal data. This privacy policy constitutes the general policy of MWM in terms of data processing, in accordance with applicable legislation, in particular with the legal obligations under the General Data Protection Regulation (GDPR).

### **Data controller/ data processor**

In accordance with the Act of 8 December 1992 on the Protection of Privacy in relation to the processing of personal data and the General Data Protection Regulation, MWM is **data controller** for the processing of personal data we collect / process in our own name.

MWM is a **data processor** in all other data processing cases.

For any questions regarding our Privacy Policy, you can contact us via [privacy@mawyc.be](mailto:privacy@mawyc.be).

### **When does MWM collect and process data ?**

MWM collects and processes your personal data by using or making use of our services, and/ or by the provision of personal information to MWM yourself.

Even if you contact us in any other way, we will (have to) process your personal data

### **What data does MWM collect and process?**

MWM collects personal information that is necessary to provide you with the best possible service, and the correct management of your contracts and your possible claims, as well as for the provision of information and documents necessary for our services and / or to comply with legal obligations. The information you provide us with, such as your name, address, telephone number, e-mail address and professional data (such as company name and VAT number) will be collected and processed by us. This list is not exhaustive. The processing of these personal information takes place in accordance with the new European GDPR standards.

We collect this information the moment you fill in our documents manually and / or electronically.

### **For what purposes does MWM collect and process data?**

The purposes for which we process data are of various nature.

This data will initially be used to communicate with suppliers, partners and prospects in the context of performing our contractual agreements.

We also need this to answer your questions, as well as for the proper execution of our assignments.

We will also use this information to further inform you about services that are in line with the existing agreement.

To suppliers, we process this data within the framework of our supplier management and on the basis of the contractual relationship we have or build with our suppliers.

As far as prospects are concerned, these are natural persons who are not (yet) a relation of us, we process this data for direct marketing purposes, based on our *legitimate interest* to undertake. To prospects who are approached by e-mail, we ask for the explicit permission to approach them in the future. Concerning prospects approached by letter, we request by an opt-out clause any further approach by us.

EXPRESS 7/7 | DISTRIBUTION 24H/24 | MESSAGERIE | GROUPE | ENTREPOTAGE SOUS DOUANE

Regarding our employees, we process personal data for purposes such as personnel management and payroll administration.

As far as our website is concerned, we tailor the content and the ease of use as much as possible to you. In addition, we process your data in order to comply with the obligations arising from the provision of a website and its contents, and to enable you to make use of the interactive applications and services on this website.

### ***What are the legal bases for the processing of data by MWM?***

In principle, we collect and process your data on the basis of the contractual relationship / agreements we have with you.

When the processing is not necessary to carry out the contractual relationship, it is based on our legitimate interests as a company, in particular the freedom of enterprise and information. In doing so, we always ensure that there is a balance between our and your interests, for example by granting you a right of opposition.

As far as medical information or so-called *sensitive data* are concerned, we can only process your personal data with your explicit consent. Already existing relationships are explicitly requested again for their agreement in a personal correspondence (in the context of GDPR compliance), in order to continue to guarantee a good service. If this has not happened yet, we would ask you to report this, so that the necessary action can be taken.

### ***Are these personal data communicated to third parties?***

Your data is mainly processed internally. In principle, MWM will not disclose any confidential information that it possesses in the context of this relationship to third parties except for statutory exceptions or with the information necessary for the proper execution of the agreement.

Furthermore, we may also call on third parties for certain punctual services. In such cases, your data may be delivered to these third parties but only for the service concerned and always under our control.

In certain cases there is a legal obligation to transfer certain data. This is particularly the case when we are legally obliged to do so or government agencies have the right to request data from us.

Finally, your data will in principle not be passed on to third countries or to international organizations.

### ***Third party cookies and Google analytics***

On the website of [www.Mawyc.be](http://www.Mawyc.be), third-party services can also be used for analysis purposes. For example, [Mawyc.be](http://www.Mawyc.be) can use Google analytics to keep track of how users use the website. The information thus obtained will be transferred to and stored by Google, including the address of your computer (IP address). Google uses this information to keep track of how our website is used and to provide reports on the Website to us. Google may provide this information to third parties if Google is legally obliged to do so, or insofar as these third parties process the information on behalf of Google. We have no influence on this. You can deactivate the enabling of third party cookies in the settings of your browser.

### ***Security measures***

MWM has taken sufficient technical and organizational measures to ensure the safe processing of your personal data. These measures correspond to the nature of the personal data and are proportionate to the potential severity of the risk and serve to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification.

The risk of accidental or unauthorized destruction, loss, modification or access to and any other unauthorized processing of the data is limited to a minimum.

If unauthorized access is obtained to MWM's IT systems, we will immediately take all possible measures to minimize the damage to and / or theft of the data. If the rights of the data subjects have been damaged, a notification of data leak will be made to the Privacy Commission as well as to the data subjects.

### ***Your rights***

Unless there is a legal obligation to keep your records, you always have the right to view, correct or have your personal data removed. This privacy regulation gives you various rights that must ensure that you are adequately protected:

EXPRESS 7/7 | DISTRIBUTION 24H/24 | MESSAGERIE | GROUPE | ENTREPOTAGE SOUS DOUANE

- You can at all times oppose the use of your data by MWM for direct marketing purposes. You can report this via [privacy@mawyc.be](mailto:privacy@mawyc.be).

- You can always review the data that we process about you and have it corrected if necessary. To do this, it is sufficient to request this via [privacy@mawyc.be](mailto:privacy@mawyc.be) (with proof of your identity). We ask you to prevent your details from being communicated to someone who is not entitled to do so.

If you do not agree with the way in which we process your data, you can always submit a complaint to the Data Protection Authority, Drukpersstraat 35, 1000 Brussels. You can also contact them for all questions regarding the processing and protection of personal data.

### **Amendments**

MWM reserves the right to modify this statement and this policy. Modifications will be reported to our users via this website.

Version 1, May 2018

EXPRESS 7/7 | DISTRIBUTION 24H/24 | MESSAGERIE | GROUPE | ENTREPOTAGE SOUS DOUANE

Bedrijvenzone Machelen  
Brucargo Building 750 – 1830 MACHELEN – Belgium  
Tel. +32 2 251 31 01  
Fax +32 2 251 81 00  
Headoffice:  
Afrikalaan 287 – 9000 GENT - Belgium  
Tel. +32 9 251 13 66

BNP PARIBAS FORTIS: IBAN BE32 0017 6899 8902 – BIC: GEBABEBB

BTW BE 0822.742.221  
R.P.R. Gent  
Transport Lic. n° 18888