

1. Privacy

Privacy is defined as:

1. a. the quality or state of being apart from company or observation: seclusion
b. freedom from unauthorized intrusion <one's right to privacy>
2. archaic: a place of seclusion
3. a. secrecy
b. a private matter: secret

Protecting your personal data is of the utmost importance for Scimm BV and we take the necessary precautions to safeguard your data and process it only in compliance with the General Data Protection Regulation (GDPR).

These are the essential components of protecting your privacy:

1. Transparency: we will always inform you about what will happen with the data you entrust to us.
2. Lawful processing: we make sure to always process your personal data in a legal way as described in the GDPR. Whenever required, we'll ask you for your explicit consent before we process your data. We'll only process your data for the purpose we agreed on and if you want us to stop processing your data, you can tell us at any time.
3. Data minimization: we'll make sure to only ask you for the data we absolutely need. We're not asking for data that "might be useful in the future", because who know when that will be...! If we ever need additional information from you, we'll just ask you.
4. Data security: while you trust us with your data, it is only fair that we take the right measures to keep it safe.

2. General

This Privacy Policy regulates how Scimm BV ("Scimm BV" or "we") collects and processes your personal data. We may update the Privacy Policy from time to time, but we will always stay true to the fundamental tenets of Scimm BV: guarding your privacy.

Scimm BV is the data controller that is responsible for collecting and storing your personal data in relation to your use of the Scimm BV website and related services. This Privacy Policy will stipulate why and how we collect and store your personal data, and what your rights and our obligations are in this regard.

Protecting your personal data is of the utmost importance for Scimm BV and we take the necessary precautions to safeguard your data and process it only in compliance with the General Data Protection Regulation (GDPR).

Specifically, Scimm BV will always process your personal data lawfully and for a specific purpose. We'll make sure to only request the minimal amount of data needed to fulfil the purpose and to never keep this data for longer than necessary. Finally, Scimm BV takes the necessary technical and organizational measures to ensure your personal data is kept safe against unlawful access, loss or unauthorized modification.

For additional information, please email us at privacy@scimm.eu.

This Privacy Policy was last updated on July 26, 2023.

3. Personal Data

We define the processing of personal data as any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Personal data is defined as any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

Examples of personal data are: your name, address or email address. Your IP-address is also an example of personal data.

3.1 WHAT KIND OF INFORMATION ARE WE PROCESSING?

Scimm BV might process the following personal data:

- Identification Data
 - First name
 - Name
 - Phone number / cellphone number
 - Email address
 - Zip code
 - IP-address
- Professional information
 - Organisation
 - Function
 - Industry

3.2 WHY ARE WE PROCESSING YOUR PERSONAL DATA?

Scimm BV might use your personal data for the following purposes:

3.2.1 REQUESTS FOR INFORMATION

- When you contact us with a request for information, your personal data will be used to give a fitting and accurate answer.
- Your information might be entered in our client management system in order to be able to give you an even better service in the future.

When processing for this purpose, we use consent as the legal base. Should you wish to have your inquiry and other personal data removed from our systems, please send an email to your original point of contact.

3.2.2 MAILING LIST

We think it is important to have a great relation and communication with all our (potential) customers. For this reason, we might contact you to:

- Inform you of relevant developments or innovations
- Inform you of potential events that might be interesting to you

When processing for this purpose, we use the following legal base:

- "Consent" – When you have requested access to our mailing list
- "Legitimate interest" – When you are an existing customer or we have another existing relationship with you.

At any time, you can easily opt-out of this communication by using the unsubscribe link included in every email.

We use Mailchimp to manage this activity.

3.2.3 JOB CANDIDATES

Scimm BV regularly has new open positions for which you can apply. In order to find the best possible match between Scimm BV and the candidate, we will process the information provided by the candidates. In addition to the information mentioned above, this also includes the following:

- Details of your skills, qualifications, experience and work history
- Information around your remuneration
- Other specific information provided by you

Whether you have been selected for the current opening or not, we store the information for this purpose for at most 6 months. We use consent as the legal base for processing your information. At any time, you can request to be removed from our database by emailing your human resource contact person. Additionally, we are processing some information under legitimate interest in order to properly manage our screening process.

We use Workable to manage this activity.

3.3 IS YOUR DATA TRANSFERRED TO THIRD PARTIES?

Except for the cases stated above, we never transfer personal data to third parties for one of the purposes stated, unless this is a legal requirement or you have given explicit consent.

3.4 IS YOUR DATA TRANSFERRED TO OTHER COUNTRIES?

Scimm BV is making an effort to process your personal data within the European Economic Area. Whenever this is not the case, appropriate measures have been taken in order to ensure the safeguarding of your data.

4. Your rights

In respect of the collection and use of your personal information, you may:

1. ask Scimm BV whether it processes personal data about you, for which purposes, the categories of personal data concerned, to which recipients the information has been disclosed, where possible, the envisaged period for which the personal data will be stored (or, if not possible, the criteria used to determine that period);
2. inquire with Scimm BV about the appropriate safeguards relating to the transfer to a third country;
3. ask Scimm BV a copy of the personal data undergoing processing (including for data portability purposes) and have it rectified;
4. object against the further processing and request erasure of your personal information on legitimate grounds;
5. request that the processing of your personal information is restricted by Scimm BV;
6. request not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning you or similarly significantly affects you;

In order to do so, you should send an email to privacy@scimm.eu from the address you used to contact us or sign up to our services. We might ask for further proof of your identity. Scimm BV will undertake the necessary action without undue delay and provide information on action taken (or the absence of any such action) within 30 days.

Privacy
Scimm BV
Léon Stynenstraat 53 bus 402, 2000 Antwerp
Belgium

You may also lodge a complaint with a supervisory authority in case of breach of the applicable privacy laws by Scimm BV.

5. Data controller coordinates

Scimm BV
Léon Stynenstraat 53 bus 402
Belgium
CEO: Tessa Wardenburg
Data Protection Officer: Yannis De Cleene

6. Cookies

6.1 WHAT ARE COOKIES?

Our website uses cookies. These are tiny files stored on your computer's hard-disk and are most often used to store your session and improve your experience when visiting our website.

In order to optimally use our site, it is advised to accept cookies. Without them, Scimm BV is not able to guarantee a seamless visit. Nonetheless, you are free to delete or block certain cookies using your browser settings. Most recent browsers are configured to accept cookies, but you are still able to remove existing cookies and to limit or block the storing of new cookies. The way to achieve this differs from browser to browser. Additional information about changing the browser settings can be found at www.aboutcookies.org or in the help menu of your browser.

6.2 WHICH COOKIES ARE USED?

Scimm BV uses different kinds of cookies. More information about the attributes of the different cookies can be found in the table below:

Purpose	Name	Type	Legal Base	Retention period
Tracking of statistical data (anonymised)	_ga	Non-functional	N/A (anonymized data)	2 years
Tracking of statistical data (anonymised)	_gid	Non-functional	N/A (anonymized data)	24 hours
Tracks if you have already seen the mailing list popup (so we don't show it again)	etBloomCookie_optin_*	Non-functional	Legitimate interest	1 month
Tracks which elements are clicked most on a webpage (anonymized)	_gat_gtag_*	Non-functional	N/A (anonymized data)	1 minute
Keeps the user session	phpsessid	Functional	Legitimate interest	never