



THE IMAGE BUILDERS

## INK bvba privacy and cookie policy

This is the Privacy and Cookie policy of the websites of INK bvba and the companies associated with INK bvba, a company under Belgian law, whose registered office is established at 2627 Schelle, Brandekensweg 13 and whose VAT number is 0878.980.544 ("INK bvba"). This Privacy and Cookie policy can be modified, e.g. as a result of new functions on the website that require the processing of personal data. We thus advise you to check this Privacy and Cookie policy regularly. Any major changes will be announced via our homepage.

- 1. When does this Privacy and Cookie policy apply?**
- 2. Who is responsible for the processing of your personal data?**
- 3. For what purposes do we process your personal data?**
- 4. Who has access to your personal data?**
- 5. What cookies does INK bvba use?**
- 6. My account**
- 7. What about links to other websites and social media?**
- 8. How are your personal data protected?**
- 9. Who can you contact in order to exercise your rights of access, correction or objection?**

**This version of the Privacy and Cookie policy was modified on 25th of May 2018.**

### **1. When does this Privacy and Cookie policy apply?**

This Privacy and Cookie policy applies to the processing of personal data via the websites of INK bvba and the companies associated INK bvba (including <http://studio-fp.com/>).

### **2. Who is responsible for the processing of your personal data?**

INK bvba is the party responsible for the processing of your personal data.



THE IMAGE BUILDERS

### **3. For what purposes do we process your personal data?**

#### **a. In order to answer your questions and exchange information**

If you ask us questions by telephone or e-mail, we will process your personal data in order to respond to your question.

For this we can process data such as your name, your company name, your position, your e-mail address, your telephone number, your correspondence with INK bvba and all other personal data that you provide to us that can be relevant for answering your question.

Depending on the individual case, these data are processed on the basis of your request to take steps for concluding a contract, on the basis of the execution of a contract to which you are a party, or on the basis of INK bvba legitimate interest in informing you about its activities.

#### **b. For the technical and functional management of our website**

We process personal data for the technical and functional management of our website, in order to personalise the website and to ensure that the website is easy to use.

For this we can process statistic data such as your IP address, the pages you visit, the browser you use, the websites you visited earlier, geographical data such as your location, your preferred language and the time and duration of your visit. We do this e.g. by using cookies. See also question 5: what cookies does INK bvba use?

These data are processed on the basis of INK bvba legitimate interest in improving its websites and protecting against cyber attacks and so on.

### **4. Who has access to your personal data?**

INK bvba can share your data with other systems associated with INK bvba. In addition, INK bvba calls upon third parties to perform certain (processing) activities, such as hosting the website, the management of mailing lists, backups of so called 'mirror servers'. Personal data are not provided to other parties, unless this should be required by law or a court order.



THE IMAGE BUILDERS

## **5. What cookies does INK bvba use?**

Cookies are small text files that are installed by your browser. They contain information such as the language preference of the visitor, so that he or she does not have to enter this information again during a subsequent visit to the same website. Some cookies ensure that a website has a sharp graphic appearance, others that a website application works correctly.

If you wish to block cookies, you can do so via your browser settings.

[Cookie preferences Internet Explorer](#)

[Cookie preferences Firefox](#)

[Cookie preferences Chrome](#)

[Cookie preferences Safari](#)

INK bvba uses several types of cookies:

- **Functional cookies:** they facilitate and personalise your website visit and your user experience.
- **Analytical cookies (of third parties):** they collect information in order to evaluate and improve the content of our website (e.g. Google Analytics cookies).

These cookies collect information on your computer and your visit to our website, such as your IP address, the pages you visit, the browser you use, the websites you visited earlier, geographical data such as your location, your preferred language and the time and duration of your visit.

## **6. What about links to other websites and social media?**

The website of INK bvba can contain references (e.g. via hyperlinks) to other websites, which are offered by other companies or by social media. INK bvba is not responsible for the processing of personal data via these websites. Nor does this Privacy and Cookie policy apply to these websites.

If you share content from the INK bvba website via social media, your personal data will be visible for the visitors of these social media. INK bvba is not responsible for the processing of personal data via these social media. Nor does this Privacy and Cookie policy apply to these social media.



THE IMAGE BUILDERS

### **7. How are your personal data protected?**

INK bvba strives to protect your personal data as well as possible by means of technical and organisational measures, such as firewalls and secure servers. Only the most necessary personal data will be saved on the website, and the data will be exchanged with our intern administration system (intranet) via a secured connection (API).

### **8. Who can you contact in order to exercise your rights?**

You are entitled to request access - at no expense - to the personal data that are processed by INK bvba, to have them corrected or to object to having them processed for direct marketing purposes.

If the processing of your data is based on consent, you also have the right to withdraw your consent at any time, without this affecting the lawfulness of the processing done prior to the withdrawal of your consent.

You can send the above request by e-mail to [info@ink-antwerp.com](mailto:info@ink-antwerp.com) or by post to the above-mentioned address. INK bvba cannot process your request without proof of your identity.

If you have further questions or complaints about this website or about this Privacy and Cookie policy, you can also contact [info@ink-antwerp.com](mailto:info@ink-antwerp.com). You are entitled to file a complaint with a supervisory authority.