

GREAT  
PLACE  
TO  
WORK®

Best  
Workplaces 2018

Belgium



# Xylos Privacy Policy



## Annex 3: Xylos Privacy Policy

<https://www.xylos.com/en/learning/privacy>

Your privacy is important to us. That is why XYLOS drafted a Privacy Policy in accordance with Belgian and European law (GDPR, ePrivacy). This Privacy Policy states how we collect, use, release, transfer and save your data. Take the time to get acquainted with our privacy practices and let us know if you have any questions.

### Which personal data do we collect?

Here are some examples of the types of personal data XYLOS may collect and how we use this information:

1. The data you share with us:

You may be asked to provide us with your personal data when you contact XYLOS, when you sign up for events or through other forms on our website. We consistently limit the information to the minimum necessary for processing.

You are not obliged to provide us with the information requested by us. However, if you choose not to do so, we will in many cases not be able to provide our products and services to you, or to respond to any questions you may have.

2. The personal data our commercial partners share with us:

In that case the commercial partners guarantee XYLOS they have obtained consent to transfer the relevant personal data.

### With Whom do we share our information?

Your data will be kept strictly confidential and will in no circumstances be shared with third parties or used for direct marketing purposes. In the event the aforementioned instances are necessary for processing, we will always explicitly ask your prior consent (“opt-in”).

### Security, accuracy and retention

We attach great importance to the protection of your personal data and maintain appropriate technical and organisational measures in order to protect your personal data against unauthorised or unlawful processing and/or against accidental loss, unauthorised changes, publication or access, or accidental or unlawful damage to or destruction of data. We demand the same measures from our service providers.

XYLOS constantly endeavours to keep your personal data correct, complete and up to date. We will store your data for the duration of the necessary period to achieve the objectives as described in this Privacy Policy, unless a longer storage period is legally required or permitted.

### Your rights

You have the right to access your personal data and to request to alter, delete or restrict the processing of your personal data. Additionally, you have the right to object processing your personal data and to request a transfer of your personal data.

If the processing of your personal data is based on your consent, you have the right to withdraw your consent. However, this has no impact on our processing of your personal data prior to the withdrawal of your consent.

## Cookies

We use cookies on our website. (A cookie is a small file that is sent through an Internet server and is installed on your computer's hard disk. This file keeps track of your visits to a website and contains data about your preferences for a future visit).

You can disable or delete all installed cookies at any moment via the settings of your browser. Please refer to the relevant issuer's website. Keep in mind that changing the settings may cause XYLOS's and other websites to stop working properly.

We use different types of cookies:

1. Necessary cookies:

These cookies are indispensable in order to visit our website and to use certain parts of the website.

2. Functional cookies:

Functional cookies are the cookies that facilitate the functioning of the website and make it more enjoyable for the visitor. It also provides you with a more personalized browsing experience, e.g. cookies that retain your language preference.

3. Performance cookies:

Our website uses performance cookies to gather information about how visitors use the website. Its purpose is to improve the website's content, to adapt to the visitors' wishes and to increase the website's usability, e.g. cookies that retain the number of unique visits; cookies that retain which web pages are the most popular.

4. Google Analytics:

We use Google Analytics for our website. Google may, for the services they provide, place cookies on your device in XYLOS's name. However, we do not control the dissemination of these cookies. That is why we wish to refer you to the third party's website (<https://policies.google.com/privacy?hl=en>) for further information about these cookies and their privacy policy.

## Changes to our Privacy Policy

Occasionally XYLOS can adjust their Privacy Policy. The latest version is always available on our website (<https://www.xylos.com/en/learning/privacy>) for consultation and important changes will also be communicated through the usual communication channels.

In case of contradiction, our Terms and Conditions of Sale of specific services will prevail over this Privacy Policy.

## Contact

If you have any questions, remarks or complaints about this notification or if you wish to exercise your rights described above, don't hesitate to contact us at [privacy@xylos.com](mailto:privacy@xylos.com)