

De Wilde Anne-Sophie, hereinafter called eMagic  
Mellestraat 19 at 9270 Laarne  
0780.970.556  
RPR: Commercial Court Ghent, department Dendermonde  
(+32)498/02.20.19  
[hello@emagic.info](mailto:hello@emagic.info)

eMagic respects your privacy and takes care to keep the personal information you give us confidential. This privacy statement tells you which data we collect when you use our services, why we collect this data, and what we do with it. We also tell you what your rights are, who has access to your data, and how long we keep your data. If, after reading this, you still have questions about our privacy policy, please let us know at [hello@emagic.info](mailto:hello@emagic.info).

## **Processing purposes and retention period**

eMagic collects and processes your data for the purposes you can find below. In doing so, we use both data you provide us with and data we collect ourselves (e.g. about your visit to our website). We save personal data for the time necessary to fulfil the purpose, or for the time prescribed by law (e.g. keeping accounting documents).

### *Performance of the Agreement*

In order to perform the agreement, we need your name, first name, e-mail address, address, company number, and telephone number. This way, we can execute the agreed arrangements and keep you informed on the progress. The law requires us to keep the data about this agreement for 7 years. eMagic also keeps the necessary data for the safeguarding of its rights in case of disputes (e.g. 10 years for contractual liability, in case of legal action: until the end of the procedure). After this period the data will be deleted.

### *Reviews*

We find the opinions of our visitors very valuable. We only post reviews with your consent. If you want to leave such a review on the website, you can choose whether your name or other personal details are visible to other website visitors. You can also use a pseudonym. Finally, you can also indicate whether we may contact you about your review. We have the right to moderate reviews if they do not comply with our terms of use. Your review will be kept until you ask us to remove it.

### *Social media*

If you use social media (e.g. Facebook, Instagram, LinkedIn), some of our website pages allow you to log in with your social media account and share these pages on your social media (e.g. via a 'like' or 'share' button). We will not gain access to your social media account. We recommend that you read the privacy policy of your social media platform carefully so that you know what personal data is used, how and why this data is used, and how you can adjust your privacy preferences.

### *Professional customers and partners*

We also keep the personal data of our professional clients and partners. We treat this information as confidential as we treat other customer information.

eMagic has taken the necessary administrative (such as the use of passwords) and technical measures (such as the use of anti-virus software) to protect your personal data. eMagic endeavours to continue to take appropriate measures in the future, always taking into account the specific nature and size of its activities, the state of the art, the costs of implementation, as well as the context and purpose of the processing, and the risks to the rights and freedoms of individuals which vary in their probability and gravity.

### **Legal grounds for the processing**

eMagic processes personal data on the following legal grounds:

- consent (e.g. newsletters)
- necessary for the performance of an agreement
- necessary to fulfil a legal obligation (e.g. accounting obligations)

When the processing of personal data is done on the basis of the legal basis of consent, you always have the right to withdraw the given consent in the future.

### **Transfer to Third Parties**

eMagic does not sell your personal data to third parties. We do share your data internally with our employees (on an independent basis). Furthermore, we only share your data with third parties for:

- executing your order
- taking care of the IT infrastructure (e.g. for cloud storage)
- accounting purposes

Our employees and the third parties we employ are obliged to respect the confidentiality of your data. We guarantee that they have taken the necessary security measures to do so.

We only share your personal data with suppliers within the European Economic Area.

### **Cookies**

During your website visit, 'cookies' (small text files) may be stored on your computer or mobile device. Cookies allow us to recognise your device on your next visit so that you do not have to repeatedly enter or download the same information. Cookies also give us insight into how you use our website and how we can make our services more user-friendly. This website uses the following cookies:

- XSRF Token: One session security
- Hs: One session security
- bSession: for 30 minutes system effectiveness measurement
- fedops.logger.sessionId: used for stability/effectiveness measurement for 12 months
- SSR caching: used to indicate the system from which the site has been displayed for 1 minute
- svSession: used in connection with user login for 2 years.

You can set your Internet browser so that you do not receive any cookies, that you receive a warning when a cookie is installed, or that the cookies are deleted after your session. However, it is possible that some graphic elements will not appear correctly or that you will not be able to use certain applications if cookies are disabled in your browser.

### **Your rights concerning your personal data**

You have the right to inspect the personal data we hold on you and you can have them corrected if they are incorrect or incomplete. You can also have your personal data removed, restrict its processing, and object to the processing of (a part of) your personal data by us or one of our processors.

You also have the right to request a copy (in a structured, common, and machine-readable form) of your personal data and to have the personal data transferred to another party.

You have the right to object, free of charge, to any processing of your personal data for direct marketing purposes.

To carry out the rights mentioned above, it suffices to email [hello@emagic.info](mailto:hello@emagic.info).

To prevent abuse, we ask that you enclose a copy of your identity card (possibly with a concealed passport photo).

### **Complaints**

Do you have questions or complaints about your data and the protection of your privacy? If so, please contact us using the contact details at the top of this privacy statement.

You always have the right to direct your complaint to the Data Protection Authority ([contact@apd-gba.be](mailto:contact@apd-gba.be), +32 (0)2 274 48 00, [www.gegevensbeschermingsautoriteit.be](http://www.gegevensbeschermingsautoriteit.be), rue du Mail 35, 1000 Brussels).

### **Modification of Privacy Statement**

eMagic may change its privacy statement. We will announce this change on our website. This privacy statement was last modified on: **23 March 2022**.