

Information document on the Knoware policy
regarding the protection of personal data

Contact:

Data Protection Office of Knoware sa/nv
privacy@knoware.be
Rue Boulvint, 54
1400 Nivelles
Belgium

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1. Preamble

1.1. Objective of this information document

The objective of this document on the Knoware policy regarding the protection of personal data is to inform you about the regulations in force governing data protection, the policy of Knoware on the matter and your rights.

This is a detailed version of the privacy statement of Knoware, reproduced in full in section 6 and available under the Privacy section of the website www.knoware.be, which is the only document that commits Knoware.

1.2. Who is this document aimed at?

This document is aimed at any individual who is in contact with Knoware in any way whatsoever. This may be a client, a license holder, a client's user, or an identified or identifiable third party (potential clients, website visitor, license holder applicant, etc.), excluding legal entities. By reading this document, you are one of those individuals visiting our websites, social networks, or communication means whose information is processed.

1.3. Information on Knoware

Knoware attaches great importance to the protection of privacy. Personal data is processed by Knoware in compliance with the regulations in force.

Knoware sa/nv (Rue Boulvint 54, 1400 Nivelles) registered 0465.344.632, is a company governed by Belgian law, providing software services and products for healthcare, hospital care, public sector, logistics, industry, finance, and more.

2. Basic principles

2.1. Regulations in force

Belgian law regarding the protection of privacy in the processing of personal data (i.e. until 25 May 2018, the law of 8 December 1992 on the protection of privacy with regard to the processing of personal data) and, since its entry into force, the General Data Protection Regulation 2016/679 (hereinafter GDPR).

2.2. Personal data and what Knoware does with it.

In order to meet our main objective of offering you the best services, we process personal data.

Personal data is information that relates to an identified or identifiable natural person: it consists of a large quantity of data which concern you directly or which, when combined with other information, can be used to identify you. This may be your name, e-mail address, phone number, business address, etc.

2.3. Processing

The principle of “processing” includes any operation (or set of operations) carried out by automated or manual methods and applied to personal data, such as, for instance, collection, recording, organization, storage, adaptation, retrieval, consultation, use, disclosure, circulation, provision, standardization or combination.

2.4. Individuals affected by the principles of personal data protection

Any living individual whose personal data is processed by an organization.

2.5. Controller

The controller is the body which determines the purpose of the data processing and the method used to carry it out.

Knoware is the data processing controller for your personal data in all situations involved by the use of our web sites, social network and communication means when you enter in contact with us.

Please note that Knoware does not own, control or direct the use of any of the individual data stored or processed by a client or its user via our consulting or application services. Only the client or users are entitled to access, retrieve and direct the use of such client data. Knoware is largely unaware of what client data is actually being stored or made available by a client or user to the services and does not directly access such client data except as authorized by the client, or as necessary to provide services to the client and its users.

Because Knoware does not collect or determine the use of any personal data contained in the client data and because it does not determine the purpose for which such personal data is collected, the means of collecting such personal data, or the uses of such personal data, Knoware is not acting in the capacity of data controller in terms of GDPR and does not have the associated responsibilities under GDPR. Knoware should be considered only as processor on behalf of its client and users as to any client data containing personal data that is subject to the requirements of GDPR. Except as provided in the privacy policy, Knoware does not independently cause client data, containing personal data stored in connection with the services, to be transferred or otherwise made available to third parties, except to third party subcontractors who may process such data on behalf of Knoware in connection with Knoware provision of services to clients. Such actions are performed or authorized only by the applicable client or user.

2.6. Third party or contractor (processor)

A third party or contractor is an individual, legal entity, public authority, agency or body other than Knoware.

Therefore, your personal data may, in certain cases, be communicated to other organizations we work with. These may be cloud providers, sub-contractors, intermediaries or other companies with which we have contractual agreements. These third parties or contractors can only access information which is necessary for them to complete their task and they process information in a secure and confidential manner.

We do not sell your information to third parties for commercial use.

If your personal data is sent to contractors for the stated purposes in one of the countries where the European Commission believes is not able to guarantee an adequate level of protection, Knoware shall ensure that the regulations in force are respected and implemented through agreements concluded with these contractors. Knoware takes all appropriate protection measures set out in standard contractual clauses regarding data protection adopted by the European Commission, in compliance with Articles 46.2 of the GDPR. These can be consulted at our head office.

Only when strictly necessary for the purposes set out above, data will be sent to the following third parties or contractors:

- Subcontractors located in the European Union or outside, responsible for processing operations defined by Knoware;
- Banking institutions;
- Postal, transport and delivery companies to allow a better routing of our mail;
- Cloud infrastructure providers for the hosting;

2.7. Personal data breach

This is a security breach resulting in the accidental or unlawful destruction, loss, alteration, unauthorized disclosure or access to personal data transmitted, stored or otherwise processed. Knoware is obliged to report personal data breaches to the Belgian Data Protection Authority within 72 hours of becoming aware of a personal data breach.

Where there is a high risk of damaging the personal data or the privacy of the persons concerned, Knoware has the obligation to inform the natural person, concerned by the violation of his personal data, as soon as possible after Knoware becomes aware of this.

3. Knoware Policy regarding personal data management

3.1. Fair, lawful and transparent processing

Your personal data is processed fairly and legally.

Therefore, your information cannot be used for purposes other than those for which they have been collected, taking all relevant elements into account, especially your reasonable expectations and the legal and regulatory provisions in force. The regulations state that, under certain conditions, further processing for historical, statistical or scientific purposes may be deemed compatible with the objectives declared.

The principle of transparency means that information (e.g. in the form of policies or forms) must be provided in a concise, transparent, intelligible and easily-accessible way, using clear and simple language.

3.2. Processing limits

Belgian law regarding the protection of privacy in the processing of personal data and, since its entry into force, GDPR set out the limits regarding the use of your information.

These limits depend on the nature of the information.

Your information must be collected for clearly outlined, explicit and legal purposes stated above.

3.3. Data minimization

Your personal data is processed in an adequate and relevant way for the purposes stated and the processing is restricted to what is strictly necessary in order to achieve these purposes.

Only persons who have to perform tasks relating to the processing of your personal data are authorized to have access to them. They are bound by professional secrecy and must respect the various technical and organizational obligations laid down within the company to ensure the confidentiality of your personal data. Unauthorized persons have no access to your personal data.

3.4. Information accuracy

The data processed must be accurate and kept up to date. This means that inaccurate data must be deleted or corrected. In order to be able to trace your data and comply with the regulations in force regarding processing, a record of processing activities carried out by Knoware has been set up.

In addition, in all Knoware processing activities, we make every effort to verify the identity of the persons concerned. If we are in doubts as to your identity, we reserve the right to request additional

information to confirm your identity or the accuracy of your personal data. It is of course possible for you refuse to answer our request, which can possibly prevent the continuation of the treatment in progress.

3.5. Data retention limits

As a consequence of data minimization, data retention must be kept to a strict minimum. This means that we do not keep your data any longer than is necessary for the intended purpose (execution of the contract, etc.) Knoware has defined the rules in an internal data retention policy, based on the regulations in force.

3.6. Responsibility

In accordance with the regulations in force, we are responsible for processing your personal data and we are required to demonstrate compliance with the principles of data protection. Knoware is obliged to document all decisions and processes related to the processing of personal data.

4. Your rights

4.1. Right to access

To enable you to assert your rights regarding data protection, you have access to your personal data. You therefore have the right to obtain the following:

- Confirmation of whether and where we process your personal data (processing);
- Information on the purposes of the processing;
- Information on the categories of data processed;
- Information on the categories of recipients with whom the data can be shared;
- Information on the period for which your data will be stored (or the criteria used to determine this period);
- Information on the existence of rights of deletion, rectification, restriction of processing and opposition to processing;
- Information on the existence of the right to complain to the Belgian Data Protection Authority;
- When the data has not been collected directly from you: information about the source of the data;
- In addition, you may request a copy of your personal data being processed.

4.2. Right to deletion (the “right to be forgotten”)

You have the right to demand that we delete your personal data if the continued processing of such data is not justified and provided that this request does not conflict with any other legal obligation in force.

4.3. Right to rectification

Knoware, as controller, must ensure that inaccurate or incomplete data is erased or rectified. You have the right to request the rectification of inaccurate personal data concerning you.

4.4. Right to restrict processing

You have the right to restrict the processing of your personal data (which means that your personal data can only be kept by the controller and can only be used for restricted purposes) if:

- the accuracy of the data is contested (and only for the time needed to verify this inaccuracy);
- the processing is illegal, and you request a restriction;
- we no longer need your data for our original purpose, but that it is still required to establish, exercise or defend legal rights;
- verification of compelling reasons is in progress, in the context of a request for deletion.

4.5. Right to data portability

You have the right to transfer your personal data between different controllers.

4.6. Right to object to data processing

When the processing of your personal data is based on a legitimate interest of Knoware, you have the right to object, at any time, to the processing of this data unless the legitimate interest of Knoware proves superior or if the processing of your personal data is necessary for the establishment, exercise or defense of legal rights.

4.7. Right to object to processing for direct marketing purposes

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

4.8. Right not to be the subject of a decision based exclusively on individual automated processing (including profiling)

You have the right not to be the subject of a decision based exclusively on automated processing unless this decision is necessary for the conclusion or performance of your contract.

You also have the right to human intervention to express your views and challenge the decision.

5. What data are we talking about in concrete terms?

5.1. How does Knoware collect your personal data?

We collect your personal data mainly when:

- you subscribe to a Knoware consulting service or license for yourself or a third person such as a member of your personnel by filling in the necessary documents;
- you contact Knoware for information on our products and services;
- you visit or use the various platforms and tools (web sites, social networks, e-mail, newsletters, service desk, etc.) that we make available to inform you or to contact us in order to request information;
- you exercise a right set out as part of our contractual relationship;
- A third party, authorized to do so, provides us with your personal data (professional providers, your employer as part of a license contract, etc.)

5.2. What categories of personal data are processed by Knoware?

In the context of the above processing and purposes, Knoware processes identification data – e.g.: name, title, job, company, business address, telephone number, e-mail address...

6. Privacy Statement

6.1. Preamble and contact details of the Data Protection Officer

Knoware attaches great importance to the protection of privacy.

The personal data of the prospect, the license holder and the users having an authorized access to any system governed by Knoware (together referred to as "data subjects") are processed by Knoware, whose registered headquarter is located at Rue Boulvint 54, 1400 Nivelles in accordance with the Belgian Personal Data Protection Act and, as from its entry into force, the General Data Protection Regulation 2016/679 (hereafter GDPR).

The Data Protection Officer of Knoware sa/nv can be contacted by post at: Rue Boulvint 54, 1400 Nivelles and e-mail: privacy@knoware.be.

6.2. What categories of personal data are processed by Knoware?

The following categories of personal data are processed by Knoware: Identification data, e-mail address, professional contact details.

6.3. How does Knoware collect your personal data?

Knoware collects your personal data mainly when:

- You register to Knoware for yourself or a third person such as a member of your personnel by filling in the necessary documents;
- You contact Knoware for information on our products and services;
- You visit or use the various platforms and tools (web sites, social networks, e-mail, newsletters, service desk, etc.) that we make available to inform you or to contact us in order to request information;
- You exercise a right set out as part of our contractual relationship;
- A third party, authorized to do so, provides us with your personal data (professional providers, your employer as part of a consulting or license contract, etc.)

6.4. On what legal basis does Knoware collect and process your personal data?

Personal data are processed for the following purposes:

- For the execution of the consulting or license contracts which covers in particular the provision of premises or system accesses, the provision of customer service, ticket management, management of contractual relations, issue, collection and verification of invoices, possible litigation, communication with Knoware staff (including by e-mail in the case of choice of electronic means of communication) and notification of a change in the license or privacy statement, including new purposes. Personal data related to the fulfillment of the precontractual obligations, deriving from the contractual relationship with the data subject, are also processed by Knoware.
- On basis of Knoware legitimate interest, with a view to:
 - Carry out computer tests;
 - Monitoring the quality of the service
 - Training staff;
 - Monitoring and reporting;
 - Prevent abuse and fraud;
 - During the legal period;
 - To establish statistics of coded data, including big data;
 - Inform, independently of the means of communication, about the commercial actions, products and services of Knoware and of the group to which it belongs.
- Based on the legal obligations applicable to Knoware with a view to Knoware compliance.
- As stated in section 6.9 of this document, the data subject has the right to withdraw his consent at any time, without affecting the lawfulness of the processing operations based on his consent before his withdrawal. It can also oppose other treatments.

6.5. Retention period

Personal data are retained for the duration of the agreement with Knoware and thereafter until the expiry of the legal retention obligations, in particular tax and accounting obligations and until the end of contractual liability.

6.6. Recipient of the data

The data will, exclusively for what is necessary for the purposes indicated above, be communicated to the following third parties:

- Subcontractors located in the European Union or outside, responsible for processing operations defined by Knoware;
- Banking and insurance institutions;
- Postal, transport and delivery companies to allow a better routing of our mail;
- Cloud infrastructure providers for the hosting;

6.7. Localization of the data

Data may be processed in EU or non-EU countries where the European Commission considers that it does not guarantee an adequate level of protection of personal data. In this case Knoware, as controller, will take appropriate protective measures by means of standard contractual data protection clauses adopted by the European Commission in accordance with Article 46(2) of the GDPR. These can be consulted at the controller's headquarters.

6.8. Contractual framework

An information document on Knoware personal data protection policy is available on [knoware.be](https://www.knoware.be) if you would like more information, on the data protection regulations in force, Knoware data protection policy and your rights. This information document is a detailed version of this present privacy statement (privacy statement which is the only document binding Knoware)

6.9. Exercise of rights relating to the protection of personal data

6.9.1. At Knoware:

Upon written request dated and signed in this way, and with proof of your identity, you can obtain from Knoware, free of charge if reasonable volume, the written communication of data, as well as, where appropriate, the withdrawal of your consent to the processing of your data concerning licenses, rectification, limitation of processing, deletion of data that are inaccurate, incomplete or irrelevant. If the processing is based on the performance of the contract or consent, you may exercise your right to the portability of the data.

If, at any time, you wish to exercise your rights with Knoware, you can send a letter (Rue Boulvint 54, 1400 Nivelles) or an e-mail (privacy@knoware.be) with proof of your identity. Knoware will make every effort to detect and correct the problem.

If no action has been taken on the application 30 days after its submission, it shall be considered rejected. The President of the Court of First Instance will hear any application concerning these rights if the application has been rejected by Knoware.

6.9.2. At the Belgian Data protection authority if you consider that there is a violation of the regulations in force by Knoware

In accordance with Article 77 of the GDPR, you may also address or lodge a complaint with the Data Protection Authority at the following address: 1000 Brussels, Rue de la Presse, 35 (Tel. +32 (0)2 274.48.00 - <https://www.dataprotectionauthority.be/citizen/actions/lodge-a-complaint-contact@apd-gba.be>) or with the supervisory authority of the country of your habitual residence, for the exercise of your rights.