

Privacy Policy - Step in Live Sprl

Step in live maintains a strict privacy policy. We take your privacy very seriously and take thoughtfully care of your personal information. This privacy policy, from the websites of Step in Live, indicates how we deal with the information of prospects, customers, partners and co-workers.

The privacy statement applies to all personal data obtained through the Step in Live websites or via another channel of Step in Live and is in line with the new European GDPR legislation of the processing and protection of personal data.

You should be aware that Step in Live is not responsible for the privacy policies of other sites and sources. Step in Live respects the privacy of all users of its site and ensures that all your personal information is treated confidentially.

Use of collected data

Your personal data are processed by Step in Live for the following purposes and legal grounds:

1. The use of our services.
2. Communication.

Use of our services

When you sign up for one of our services, we can ask you to provide personal information. We may request the following personal data; name, first name, telephone, address, language and e-mail address. The data is used to perform the service correctly. The data is stored on secure servers of Step in Live or those of a third party.

Communication

When you send an e-mail or other messages to us, we may save those messages. Sometimes we may ask personal details that are relevant to the situation in question.

The personal data that we can request are; name, first name, telephone, address, language and e-mail address. This makes possible to process your questions and to answer your requests. The data is stored on secure servers of Step in Live or those of a third party.

You have the right to request to view, correct or delete your personal data at info@stepinlive.be.

You also have the right to transfer your personal data by Step in Live to yourself or by order of you directly to another party. We can ask you to identify yourself, before we can respond to these requests.

Step in Live strives to protect your personal data as well as possible. This is done both by technical and organizational measures, for example we have taken the following measures:

- All persons who can take note of your data on behalf of Step in Live are obliged to maintain their confidentiality.
- We use a username and password policy on all our systems.
- Personal data are backed up to be able to recover from physical or technical incidents.
- Our employees have been informed about the importance of the protection of personal data.

Right of adjustment and improvement

As provided for by the privacy legislation, you can always have your data modified / removed free of charge. Please contact us via the contact details below.

To check your identity, we may ask you to send a copy of the frontside of your identity card. We strongly advise you to make your passport photo invisible and to mention that it is a copy. You will also find at the bottom of each mailing the possibility to change your details or to unsubscribe from the newsletter.

Questions and feedback

We regularly check whether we comply with this privacy policy. If you have any questions about this privacy policy, please contact us:

Step in Live Sprl

Avenue Gustave Latinis 30, 1030 Schaerbeek

+32 (0)2 242 48 76

info@stepinlive.be

If you have a complaint about the processing of your personal data, we ask you to contact us directly.

You always have the right to submit a complaint with the Privacy Commission, this is the Belgian supervisory authority in the field of privacy protection.

www.privacycommission.be/en

Adjustments of the Privacy Policy

Step in Live reserves the right to change this privacy policy. We will implement the changes on this page.

The page was last modified on 25/5/2018.