

## **Privacy policy**

### **GORGEOUSSCENTS**

#### **About our privacy policy**

Gorgeousscents cares a lot about your privacy. We therefore only process data that we need to improve our services and we handle with care the information that we have collected about you and your use of our services. We never make your data available to third parties for commercial purposes.

This privacy policy applies to the use of the website and the services provided by Gorgeousscents. The starting date for the validity of these conditions is 25/05/2018; a publication of a new version voids the validity of all previous versions. This Privacy Policy describes what information about you is collected by us, what this data is used for and with whom and under what conditions this data can possibly be shared with third parties. We also explain to you how we store your data and how we protect your data against misuse and what rights you have with regard to the personal data you provide us.

If you have any questions about our privacy policy, please contact our privacy affairs contact person. You will find her contact details at the end of our privacy policy.

#### **About data processing**

Below you can read how we process your data, where we save it, what security techniques we use and for whom the data are transparent.

#### **Webshop software**

##### **Myonlinestore**

Our webshop was developed with software from Myonlinestore. Personal data that you make available to us for the benefit of our services will be shared with this party. Myonlinestore has access to your data to provide us with technical support, they will never use your data for any other purpose. Myonlinestore is obliged to take appropriate security measures based on the agreement we have made with them. These security measures consist of the application of SSL encryption and a strong password policy. Myonlinestore uses cookies to collect technical information regarding your use of the software, no personal data is collected and / or stored. Myonlinestore reserves the right to share collected data within its own employees in order to keep on improving its service.

#### **Shipping and logistics**

##### **GLS**

When you place an order with us, it is our responsibility to have your package delivered to you.

For the execution of deliveries we use the services of GLS. It is therefore necessary that we share your name, address, city, zip code and e-mail address with GLS.

GLS uses this information only for the purpose of fulfilling the delivery. In the event that GLS commissions subcontractors, GLS will pass on your data to these parties. Your e-mail address will be used by GLS to inform you of the progress of the delivery, to inform you of the time of delivery, and to give you the opportunity to change the date of delivery.

## **Billing**

For the administration of sales invoices, we use the services of Myonlinestore. We share your name, address, residence details, email address and details regarding your order. This data is used for managing sales invoices. Your personal data are stored protected. Myonlinestore does not use your personal data for purposes other than those described above.

## **Purpose of data processing**

### **General purpose of the processing**

We only use your data for the benefit of our services. This means that the purpose of the processing is always directly related to the assignment you provide. We do not use your data for any marketing. If you share information with us and we use this information to contact you at a later date - other than at your request - we will ask you explicitly for this. Your information will not be shared with third parties, other than to comply with accounting and other administrative legal obligations.

This external group of persons (tax office, tax authorities) are all obliged to maintain confidentiality on the basis of the agreement between them and us, and / or on the basis of an oath or a legal obligation.

### **Automatically collected data**

Data that is automatically collected by our website is processed with the aim of further improving our services. This information (for example your IP address, web browser and operating system) is not personal data.

### **Participation in tax and criminal investigation**

As the occasion arises, Gorgeousscents can be held to share your data on the basis of a legal obligation in connection with government tax or criminal investigations. In such a case, we are forced to share your data, but we will oppose this within the possibilities that the law offers us.

### **Retention periods**

We keep your information as long as you are our customer. This means that we keep your customer profile until you indicate to us, that you no longer wish to use our services. If you indicate this to us, we will also consider this as a request to be forgotten. On the basis of applicable administrative obligations, we must keep invoices with your personal data, so we will keep this data for as long as the legally applicable terms run.

## **Your rights**

On the basis of the applicable Belgian and European legislation, you as a customer have certain rights with regard to the personal data processed by or on behalf of us. We explain below which rights these are and how you can invoke these rights.

In principle, in order to prevent abuse, we will send copies of your data only to your already known e-mail address. In the event that you wish to receive the data at another e-mail address or for example by post, we will ask you to identify yourself. We keep records of completed requests, in the case of a request to be forgotten we administer anonymous data. You will receive all copies of data in the machine-readable data format that we use within our systems.

You have the right to file a complaint with the Data Protection Authority at any time if you suspect that we are using your personal data in the wrong way.

### **Right of inspection**

You always have the right to access the data that we process or have processed that relate to you or can be related to you. You can submit a request to that effect to our privacy contact person. You will receive a response to your request within 30 days. If your request is granted, we will send you a copy of all data, to the e-mail address known to us, stating the category under which we have stored this data.

### **Rectification right**

You always have the right to have the data which we process or have processed that relate to you or that can be traced back to it, adapted. You can submit a request to that effect to our privacy contact person. You will receive a response to your request within 30 days. If your request is granted, we will send you a confirmation that the details have been changed to the e-mail address known to us.

### **Right to restriction of processing**

You always have the right to limit the data that we process or have processed related to your person or which can be traced back to you. You can submit a request to that effect to our privacy contact person. You will receive a response to your request within 30 days. If your request is granted, we will send a confirmation to the e-mail address known to us that the data, until you cancel the restriction, will no longer be processed.

### **Right of objection and other rights**

In such cases you have the right to object to the processing of your personal data by or on behalf of Gorgeousscents. If you object, we will immediately stop processing the data, pending the settlement of your objection. If your objection is well-founded, we will make copies of data that we process or have processed made available to you and then permanently discontinue the processing.

You also have the right not to be subject to automated individual decision making or profiling. We do not process your data in such a way that this right applies. However, if you are of the opinion that this is the case, please contact our contact person for privacy matters.

## **Cookies**

### **Google Analytics**

Through our website, cookies are placed from the American company Google as part of the "Analytics" service. We use this service to track and get reports on how visitors use the website. This one processor may be required to provide access to these data on the basis of applicable laws and regulations. We have not allowed Google to use the obtained analytics information for other Google services. IP addresses obtained by Google Analytics are anonymised.

### **Cookies from third parties**

In the case that software solutions from third parties use cookies, this is stated in this privacy statement.

## **Changes to the privacy policy**

We reserve the right to change our privacy policy at any time. On this page you will always find the most recent version. If the new privacy policy affects the way in which we process already collected data relating to you, we will notify you by e-mail.

## **Contact details and contact person for privacy matters**

Uli (Ulrike) Krajewski  
Tieltsestraat 20

3391 Meensel-Kiezegem (Tielt-Winge)  
Belgium

E-mail : [info@gorgeousscents.com](mailto:info@gorgeousscents.com)

Tel.: (0032) (0) 16 25 21 50