

PRIVACY STATEMENT

We understand that your trust in us, is EpiGaN's most important asset (hereinafter referred to as "EpiGaN", "we" or "us"). As such, your privacy is essential for us.

This privacy statement (hereinafter referred to as "Privacy Statement") is applicable, inter alia, to **(i)** our website <https://www.epigan.com/> (hereinafter referred to as the "Website") and **(ii)** all (commercial) relations between EpiGaN and its customers, prospects and business partners.

This Privacy Statement includes information about the personal data collected by EpiGaN, as well as the manner in which EpiGaN uses and processes this personal data.

EpiGaN wishes to emphasize that it always attempts to act in accordance with **(i)** the Belgian Privacy Law of 8 December 1992 on privacy protection in relation to the processing of personal data and/or **(ii)** the EU Regulation of 2016 concerning the protection of individuals with regards to the processing of personal data, regarding the free movement of such data and repealing Directive 95/46/EC and **(iii)** all (future) Belgian laws regarding the implementation of this Regulation.

Please read this Privacy Statement in conjunction with EpiGaN 's legal disclaimer and cookie policy.

- Types of personal data

EpiGaN can collect and process the following personal data:

- ✓ Name
- ✓ Surname
- ✓ E-mail address
- ✓ Telephone number (landline and/or mobile phone)
- ✓ Fax number
- ✓ Working address
- ✓ Employer
- ✓ Function

- Privacy and Cookie Policy

EpiGaN automatically collects anonymous information regarding your use of the Website by the use of Session Cookies. As such, EpiGaN shall, for example, automatically log which sections of the Website and Platform you visit, which web browser you use, which website you visited when you obtained access to the Website. We cannot identify you through these data, but it allows EpiGaN to draw up statistics regarding the use of the Website.

Type of cookies	Purpose/description	Retention period
Session cookies	Session cookies are used by the server to store information about user's page activities. Anonymous identifier of the current session is encrypted in the session cookies and they do not contain any personal information in the unencrypted form.	Session cookie is stored in the temporary memory and is removed when a user closes the Web browser.

- **Methods of personal data collection:**

These personal data are collected in the context of:

- ✓ Visiting the Website
- ✓ Collaboration with *EpiGaN*
- ✓ Incoming and outgoing correspondence with *EpiGaN*
- ✓ Exchanging business cards

All personal data, collected by *EpiGaN*, are thus expressly and voluntarily provided by you.

Providing certain personal data is (sometimes) a requirement to be able to enjoy certain services (e.g. to gain access to certain parts of the Website, to subscribe to newsletters, to participate in certain activities and events). In this respect, it shall be indicated which data must be provided mandatory and which data is optional.

- **Use of personal data**

EpiGaN can use your personal data for the following purposes:

- ✓ Performance of an agreement with *EpiGaN* (incl. follow-up thereof)
- ✓ Responding to questions (whether or not received through the contact form)
- ✓ Drawing up a quote
- ✓ Issuing invoices and the collection thereof
- ✓ Follow-up after a meeting
- ✓ Providing support/assistance (e.g. in case of problems)
- ✓ Send targeted marketing and advertising, updates and promotional offers based on your communication preferences and – where applicable – upon explicit consent
- ✓ Sending newsletters

Processing takes place on the following legal grounds, as the case may be:

- ✓ You have given consent to the processing of your personal data for one or more specific purposes
- ✓ Processing is necessary for the performance of the agreement with *EpiGaN* or in order to take steps at your request prior to entering into an agreement. Failure to provide the necessary personal data may lead to the impossibility to execute the agreement.
- ✓ Processing is necessary for compliance with a legal obligation to which *EpiGaN* is subject.
- ✓ Processing is necessary for the purposes of the legitimate interests pursued by *EpiGaN* or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject, which require protection of personal data (in particular when you are a child).

- **Disclosure of personal data to third parties**

EpiGaN shall not disclose your personal data to third parties, unless it is necessary in the context of performing the agreement and optimisation thereof (including but not limited to *EpiGaN*). In this respect, your personal data may be disclosed to service providers (including but not limited to accountants, legal counsel, IT service provider, software providers, cloud partner, transport partners).

If it is necessary that *EpiGaN* discloses your personal data to third parties, the third party concerned is required

to use your personal data in accordance with the provisions of this Privacy Statement.

Notwithstanding the foregoing, it is however possible that *EpiGaN* discloses your personal data:

- ✓ To the competent authorities **(i)** if *EpiGaN* is obliged to do so under the law or under legal or future legal proceedings and **(ii)** to safeguard and defend our rights
- ✓ If *EpiGaN*, or the majority of its assets, are taken over by a third party, in which case your personal data – which *EpiGaN* has collected – shall be one of the transferred assets

In all other cases, *EpiGaN* will not sell, hire out or pass on your personal data to third parties, except when it **(i)** has obtained your permission to this end and **(ii)** has completed a data processing agreement with the third party in question, which contains the necessary guarantees regarding confidentiality and privacy compliance of your personal data.

- **Cross-border processing of personal data**

Any transfer of personal data outside the European Economic Area (EEA) to a recipient whose domicile or registered office is in a country which does not fall under the adequacy decision enacted by the European Commission, shall be governed by the provisions of a data transfer agreement, which shall contain **(i)** the standard contractual clauses, as referred to in the 'European Commission decision of 5 February 2010 (Decision 2010/87/EC)', or **(ii)** any other mechanism pursuant to privacy legislation, or any other regulations pertaining to the processing of personal data.

- **Storage of personal data**

Unless a longer storage period is required or justified **(i)** by law or **(ii)** through compliance with another legal obligation, *EpiGaN* shall only store your personal data for the period necessary to achieve and fulfil the purpose in question, as specified in the Privacy Statement under 'Use of personal data'.

- **Your privacy rights**

In light of the processing of your personal data, you enjoy the following privacy rights:

- ✓ Right of access to your personal data
- ✓ Right to rectification, completion or update of your personal data
- ✓ Right to delete your personal data ('right to be forgotten')
- ✓ Right to limit the processing of your personal data
- ✓ Right to transferability of your personal data
- ✓ Right to object to/oppose the processing of your personal data
- ✓ Right to lodge a complaint with the competent supervisory authority

If you wish to invoke your privacy rights please contact privacy@epigan.com or complete [the form for exercising your privacy rights](#) and deliver it to *EpiGaN* by email or post.

In principle, you can exercise these rights free of charge via the above-mentioned form.

If you no longer wish to receive newsletters or information about the products of *EpiGaN*, you can unsubscribe at any time by clicking the "unsubscribe" button underneath each of *EpiGaN's* newsletters.

- **Security of personal data**

EpiGaN undertakes to take reasonable, physical, technological and organisational precautions in order to avoid **(i)** unauthorised access to your personal information, and **(ii)** loss, abuse or alteration of your personal data.

EpiGaN shall store all personal data, which it has collected, on-site.

Notwithstanding *EpiGaN's* security policy, the checks it carries out and the actions it proposes in this context, an

infallible level of security cannot be guaranteed. Since no method of transmission or forwarding over the internet, or any method of electronic storage is 100% secure, *EpiGaN* is, in this context, not in a position to guarantee absolute security.

- **Update Privacy Statement**

EpiGaN is entitled to update this Privacy Statement. In case an update occurs and changes are made to the Privacy Statement, *EpiGaN* shall notify by email all data subjects for which the changes are relevant. In response to this notification, each data subject has the right to withdraw his/her consent.

- **Other websites**

The Website may potentially contain hyperlinks to other websites. When you click on one of these links, you may be redirected to another website or internet source that could collect information about you through cookies or other technologies. *EpiGaN* does not bear any responsibility, liability or control authority over these other websites or internet resources, nor about their collection, use and disclosure of your personal data. You must check the privacy statements of these other websites and internet sources in order to be able to judge whether they act in accordance with the Privacy Legislation.

- **Contact EpiGaN**

If you have questions and/or remarks about this Privacy Statement or the manner in which *EpiGaN* collects, uses and/or processes your personal data, please contact us:

- ✓ Via e-mail: privacy@epigan.com
- or
- ✓ Via post:
 - EpiGaN – privacy concerns
 - Kempische steenweg 293
 - 3500 Hasselt
 - Belgium

In case you are not satisfied with the way *EpiGaN* handled your questions and/or remarks or have any complaints about the way *EpiGaN* collects, uses and and/or processes your personal data, note that you have the right to lodge a complaint with the Privacy Commission.