

Privacy statement

Portmade NV, portmade Customs nv, Port@pp nv all located Noorderlaan 111 – 2030 Antwerp, are responsible for the processing of personal data as set out in this privacy statement.

Personal data that we process

We respect your privacy and ensure that the personal information you provide is treated confidentially. Processing of personal data is done in accordance with the requirements of the General Data Protection Regulation 2016/679. This privacy statement describes how Portmade NV, Portmade Customs nv, Port@pp nv treats your personal information.

We will process your personal data for the following reasons:

1. the processing is necessary for the performance of a contract to which you are a party, or upon your request before the conclusion of an agreement to take action.
2. To fulfill your payment
3. Sending our newsletter and/or invitations for events
4. To be able to call or email if this is necessary in order to perform our services
5. To inform you about changes to our services and products
6. To allow you to create an account
7. In order to deliver documents to you

Below is an overview of the personal data that we process:

- § First and last name
- § Gender
- § GSM/Phone Number
- § Email address
- § Address
- § Function
- § Language
- § Contact History

Retention periods of personal data

We will retain your personal information as long as necessary to carry out a correct service. In addition, we store your personal data for the period during which we deem relevant in the framework of our service. Above terms apply unless the company is required by law to retain personal data longer.

Sharing of personal information with third parties

We do not provide personal data to third parties other than on the basis of the law, at your request or to processors who are commissioned portmade NV, portmade Customs nv, Port @ pp nv to perform certain activities (such as the mail tool provider MailChimp, Eventbrite or the CRM tool Team Leader or our professional service providers such as auditors, marketing agencies or lawyers).

On the site visit data are tracked. In this context we may use some personal data, in particular, the IP address of your computer, the time of extraction and a visitor's browser are recorded and used for statistical analysis of visiting and clicking behaviour on the website. This information is used to optimize the website. To analyse, we use Google Analytics. In doing so, we use the privacy institutions by Google. For more information, read the Google Privacy policy and the specific privacy policy of Google Analytics.

On the website there may also be links to third party websites. Although these website (s) are selected with care, Portmade NV, Portmade Customs nv, Port@pp nv bear no responsibility with regard to these third parties and the way they deal with your (personal) data.

Consult, modify, or delete data

You have the right to consult your personal information, to correct or remove it. In addition, you have the right to withdraw your permission for the data processing or to object to the processing of your personal data by Portmade NV, Portmade Customs nv, Port@pp nv and you do have the right to data portability. That means that you can submit a request that we send the personal data that we have in a computer file to you or another organization, you mentioned.

You can send your request for inspection, correction, removal, data transfer of your personal data or request to withdraw your consent or object on the processing of your personal data to info@portmade.com.

To ensure that the request for inspection is done by you, we will ask you to send a copy of your ID with the request. Erase in this copy your passport photo and card number with a black marker. This to protect your privacy. We will respond as quickly as possible, but no later than four weeks, after your request.

If you have the impression that your data is not properly secured or there is evidence of abuse, please contact us via info@portmade.com.

Modifications to the privacy statement

We reserve the right to modify this privacy statement. We will notify you by email when we modify this privacy statement and by what date these adjustments are valid. By using our services after this date, you agree to the latest version of our privacy statement. The current privacy statement was updated on May 25, 2018.