#### introduction

A Two Dogs Company ASBL takes the protection of the confidential data of its customers, prospects and suppliers very seriously. Personal information about customers, prospects and suppliers is therefore secured and treated with the utmost care. A company of Two Dogs complies with the terms and conditions of the applicable data protection and other privacy laws.

The legal entity responsible for the data processing is A Two Dogs Company ASBL, Square Sainctelette 19, 1000 Brussels. In accordance with applicable data protection laws, A Two Dogs Company informs local regulatory authorities about the processing of personal data, where appropriate.

# Processing of personal data

As part of the delivery of our services, A Two Dogs Company collects and processes customer and potential customer data, as well as data from potential suppliers and vendors.

Such data, such as contact information, responsibilities, payment information, billing information, products and services ordered and/or areas of interest, must be processed for the proper performance of our contracts, the performance of our missions and other services, and if applicable for billing, as well as the internal operation of the company. The data is used to send information to customers and potential customers about our latest performance and other services.

If you have provided your e-mail address, for example by registering on our site or requesting information through our site, this address may be used to notify you as a customer of any service relevant to you that may be of interest to you. If you no longer wish to receive this type of information, you can unsubscribe at any time.

These email addresses will only be disclosed to third parties with the consent of their owner.

#### Unsubscribe

If you no longer wish to receive information from A Two Dogs Company, please send an e-mail to <a href="mailto:contact@atdc.be">contact@atdc.be</a> or write to A Two Dogs Company ASBL, Square Sainctelette 19, 1000 Brussels for the attention of the data protection department.

If you wish to unsubscribe from A Two Dogs Company's e-mail list, please use the unsubscribe option shown on every e-mail sent by A Two Dogs Company.

# Consultation and correction of your personal data

At any time you have the right to view the personal information A Two Dogs Company has about you. If information is incorrect, you can ask to be corrected. To view or correct your personal information, please contact our Data Protection Department, A Two Dogs Company ASBL, Square Sainctelette 19, 1000 Brussels, with the details of your request.

### Search history and IP address

General information about visits to the A Two Dogs Company website is collected and stored without identifying internet users. The purpose is to improve the quality of our website and the user experience. This information can also be used to place targeted information on the site and to enable A Two Dogs Company to improve and adapt its services to better serve you.

Therefore, we also use the IP addresses of your computers (the IP address is a number that is automatically assigned to your computer when you surf the Internet). This information can be used to analyze how the site is used and for the analysis and compilation of reports. In principle, IP addresses do not identify you, unless you have given us explicit permission.

#### Cookies

A Two Dogs Company uses cookies. These are condensed pieces of information sent by a site to your computer and stored on your computer's hard drive. The website instructs the web browser you use (e.g. Google Chrome, Firefox, Safari, Internet Explorer) to store these cookies on your computer. There are two types of cookies. Temporary / session cookies contain no personal information and are simply meant to simplify your use of our site, and they are erased from your computer when you close the web browser.

Special / persistent cookies are stored on your computer and allow our site to identify you each time you return to our site.

This information enables us to present the site in a way that is already adapted to your needs and we use cookies to make browsing easier, to analyse the use of the site and thus improve the quality of the site. Temporary or session cookies are used in this process. If persistent cookies are used it is only to identify you when you return to the site.you can always refuse cookies by turning off your browser settings (e.g. Google Chrome, Firefox, Safari, Internet Explorer) all or some cookies (see the user manual of your web browser or the help function). If you disable cookies, some services may no longer be available. But you can still visit most pages.

### Security measures

Because protecting the privacy and personal information of its customers is extremely important to A Two Dogs Company, we do everything in our power to preserve your information about possible embezzlement. Only authorized persons have access to your data.

### Links to other sites

The website of A Two Dogs Company contains links to external companies and organizations. A Two Dogs Company cannot be held responsible for the way in which these companies manage personal data and privacy protection. It is possible that the possibilities which these sites conditions are not the same as those which are offered by A Two Dogs Company.

#### Questions

If you have any questions about this Privacy Policy, please contact us at <a href="mailto:contact@atdc.be">contact@atdc.be</a>

# Changes

A Dogs Company reserves the right to revise this privacy policy from time to time. Therefore, we recommend that you check this privacy statement regularly to read the latest version of our data protection policy.