



Xerius Drive Privacy Statement

Last updated November 2019

Xerius believes your privacy is important. That's why we make sure we only process your personal data in a legal, correct and transparent manner. In this Privacy Statement, you can find out which personal data we collect and process.

When you use Xerius Drive, you share a large amount of data with us. We need such data in order to advise you in the best possible way.

Who processes your data?

Xerius Drive is a tool developed and made available by Xerius Ondernemingsloket VZW (company number 0860.109.391) and Xerius Contact (company number 0410.958.217). The tool helps to guide you through the various steps you need to take when setting up a company.

Some steps in the process allow you to run simulations of social security contributions or supplementary insurance policies. These services are services provided by Xerius Sociaal Verzekeringsfonds (company number 0410.682.657)

and Xerius Onderlinge Verzekeringsvereniging (company number 0454.283.959).

The data you provide will be processed in such a way as may reasonably be expected in order to be able to provide the service offered.

The aforementioned organisations in the Xerius Group handle your data with care. They shall never pass on or sell your personal data to third-party organisations without your consent. The various organisations that make up the Xerius Group are jointly referred to as Xerius throughout this document.

Which data is processed?

Depending on where you are in the process and which fields you complete, the following information is held within Xerius Drive:

- Information about you: full name, date of birth, nationality
- Your contact details: email address, language, phone number
- Information about you as an entrepreneur: target market, planned start date, your past as a self-employed person and your social status, your accountant
- You and your plans: Reasons and motivation behind starting up as an entrepreneur, your vision of being an entrepreneur, your need for support, your expected salary, execution of simulations
- Project data shall be stored as soon as you create a project. As long as you are not registered, such project data shall remain anonymous. Once you have registered, this data shall be linked to your account.

Xerius Drive uses cookies. You can find more information about the cookies used and how you can disable or delete cookies in the Cookie Statement.

Xerius will store your data for as long as you keep your Xerius Drive account. You may have your account and your data deleted. To find out more, see 'What are your rights?'

What is the purpose of the data processing?

Xerius shall only use the personal data collected through Xerius Drive to:



- Provide you with personalised advice within Xerius Drive and support you in the various steps you need to take when starting up a company. Such processing is based on your consent, given that you registered with Xerius Drive.
- We will send you a reminder by email if we notice that you have not completed your registration or created your profile.
- Contact you by email or by phone to ask your opinion about the use of Xerius Drive as part of our ongoing efforts to provide an environment that is as user-friendly as possible.
- Provide you with relevant information about running a business via direct marketing. We do so based on a legitimate interest. You may unsubscribe or indicate that you no longer wish to receive such information in any communication or through the communication preferences on our website.
- Provide you with relevant information about additional services and products related to running a business from our carefully selected partners. You may unsubscribe or indicate that you no longer wish to receive such information in any communication or through our preferences centre.
- offer you the opportunity to start your business through Xerius Drive and/or purchase services from Xerius. In that case, only the relevant data entered in Xerius Drive shall be used according to the once-only principle. Doing so means that you need not enter information again that you have previously provided.

With whom do we share your data?

The answer to this question is rather simple: we do not share your data with anyone outside Xerius without your consent.

Xerius Drive gives you the option of sharing contact details and project details with your accountant, family members or friends. In the event that you share this information yourself, that is a decision you take and an action you consciously carry out. Xerius shall then send such data to an email address of your choosing according to your instruction. This email, which contains a read access code to your project, should be treated as confidential by its recipients. We cannot be held liable if this email or access code is used fraudulently.

How is your data protected?

We take measures to protect your data against accidental or unlawful destruction, loss, alteration, falsification, unauthorised distribution or access and any other form of unlawful processing. The measures take into account the state of the art, the nature, scope, context and purpose of the processing, and the risk. Xerius undertakes to take appropriate technical and organisational measures to protect personal data and the processing thereof.

Among other things, this means that:

- Only Xerius employees authorised to do so shall have access to personal data, and only if the data is necessary for such employees to carry out their assignment.
- Xerius shall ensure that everyone involved in the processing of personal data treats said data as confidential. This confidentiality obligation is included in (employment) contracts.
- Where Xerius engages processors, such processors must comply with the same security requirements on technical and organisational levels as those by which Xerius is bound.
- Your data shall not be processed outside of the European Economic Area (EEA). Xerius has no branches outside Belgium and has set out in contracts with its processors that the transfer of personal data outside of the EEA is not permitted unless there are sufficient guarantees of protection.



What are your rights?

You have the right to access the data and to correct said data. You can easily exercise these rights yourself. What you see in Xerius Drive is what we process. You also have the right to have your profile and data deleted.

You may exercise your rights upon request by sending an email to privacy@xerius.be from the email address you have entered in Xerius Drive.

You may unsubscribe from Xerius' direct marketing communications by unsubscribing through the message itself or by changing your settings in the communication preferences on our website.

Contact

Xerius has appointed a data protection officer (DPO) for any questions relating to your privacy in Xerius Drive. The DPO can be reached at privacy@xerius.be. If, after consultation with us, you do not agree with our point of view or the solution offered, you may also file a complaint with the Belgian Data Protection Authority.