

Microtron, situated at Generaal De Wittelaan 7, 2800 Mechelen, is responsible for the processing of personal data as shown in this privacy statement.

**Contact details:**

Microtron N.V.

[www.microtron.be](http://www.microtron.be)

Generaal De Wittelaan 7

2800 Mechelen

+32 15 29 29 29

**Personal details we process:**

Microtron processes your personal details because you have used our services and/or because you yourself have provided them to us.

Below you will find an overview of the personal details we process:

- First and last name
- Address details
- Phone number
- E-mail address
- Other personal details that you provide actively, by, for example, creating a profile on this website, in correspondence and on the phone
- Bank account number

**Special and/or sensitive processed personal data**

Our website and/or service does not intend to collect data about website visitors under the age of 16. Unless they have permission from their parents or guardian. We can, however, not check if a visitor is 16 years or older. We therefore recommend that parents are involved in the online activities of their children in order to prevent that data is collected about children without parental consent. If you are convinced that we have collected personal data about a minor without consent, please contact us via [info@microtron.be](mailto:info@microtron.be) and we will remove the information.

**Microtron processes your personal details for the following purposes:**

- Handle your payment
- Send you our newsletter and/or advertising brochure
- Phone you or e-mail you if necessary to execute our service provision
- Inform you about changes in our services and products
- Offer you the possibility to create an account
- Deliver goods and services to you
- Microtron also processes personal details when we are legally obligated to do so, such as details we need for our tax return.



## **Automated decisions**

Microtron does not make decisions based on automated processing on matters which can have (considerable) consequences for people. Those are decisions made by computer programmes or systems without human intervention (for example a Microtron employee).

## **How long do we store personal details**

Microtron does not store your personal details longer than is strictly necessary for the purposes for which your details are collected.

## **Sharing of personal data with third parties**

Microtron does not sell your details to third parties and will only provide these if necessary for the execution of our agreement or in compliance with a legal requirement. We conclude data processing agreements with companies that process your details on our behalf to ensure the same level of security and confidentiality of your details. Microtron remains responsible for this processing.

## **Cookies, or similar techniques, that we use**

### **Cookies**

Microtron uses functional, analytical and tracking cookies. A cookie is a small text file that is stored on your computer, tablet or smartphone when you first visit this website. The cookies Microtron uses are necessary for the technical operation of the website and for your convenience. They make sure that the website is working properly and they remember, for example, your preferred settings. They are also used to optimise our website. In addition, we place cookies which register your surfing behaviour which enables us to offer tailor-made content and adverts. During your first visit to our website we have already informed you about these cookies and asked your consent to place these. You can opt out of cookies by setting your internet browser in such a way that it does no longer store cookies. Next to that, you can also remove all information which was previously stored via the settings of your browser.

For more detailed information: <https://veiliginternetten.nl/themes/situatie/cookies-wat-zijn-het-en-wat-doe-ik-ermee/>

Third party cookies are also placed on this website. For example from advertisers and/or social media companies, such as:

Cookie: Googly Analytics

Function: Analytical cookie which measures website visits

Storage period: 2 years ]

# **Microtron**<sup>®</sup>

Flexible electronic solutions

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### **Inspect, adjust or remove data**

You have the right to inspect, adjust or remove your personal data. In addition, you have the right to withdraw any possible consent for data processing, the right to object to the processing of your personal details by Microtron and the right to data portability. This means that you can request us to send the personal details we have of you to you or to a third party named by you in a computer file. Your request for inspection, adjustment, removal, data portability of your personal details, withdrawal of your consent or objection to the processing of your personal details to [info@microtron.be](mailto:info@microtron.be).

To ensure that the request for inspection was made by you, we ask you to include a copy of your ID. Blackout your photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and Burger Service Nummer (BSN) in this copy. This is for the protection of your privacy. We will respond to your request asap, but no later than within four weeks.

### **How we protect your personal data**

Microtron takes protection of your data seriously and takes adequate measures to prevent abuse, loss, unauthorised access, accidental data exposure and unauthorised adjustment. If you have the impression that your data is not properly secured or if there are indications of abuse, please contact us via [info@microtron.be](mailto:info@microtron.be).

# Microtron®

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