



Privacy Statement

M-tech Integraal Milieumanagement NV (branch number: 2.091.948.223) (established and having its registered office at (1020) Brussels at Esplanade 1 bus 16 and with branches in Hasselt (M-tech Integraal Milieumanagement NV (branch number 2.091.948.322) Maastrichtersteenweg 210), Brussels (Protec Engineering BV (branch number 2.042.295.507) Esplanade 1 box 16, Brussels (M-Tech Milieucoördinatoren BV (branch number 2.099.218.570) Esplanade 1 bus 16), Namur (Bureau d'études IRCO SRL, Route de Hannut 55), Brussels (M-Tech MER and RO (branch number 2.099.218.471) Esplanade 1 bus 16) and Roermond (M-tech Nederland BV, (Chamber of Commerce number 13036743) Produktieweg 1G) is a company that specialises in complex environmental legislation. The company provides information and explanation of the various legal regulations and procedures or helps to draw up an environmental permit application, a research report or an environmental impact report.

In addition, they have a website on which the parts described above are displayed. This privacy statement applies to all mentioned parts.

The internal IT department stores and manages much company and personal data of users of the products and/or services as well as supplier data managed by M-tech. Physical copies are kept in a separate room where they are locked away safely and securely. M-tech adheres to the General Data Protection Regulation and other European privacy laws and regulations.

Recording and processing personal data

When you purchase a service from M-tech, your company and/or personal data will be processed. This is done in different ways and for different purposes. M-tech maintains a retention period of at least seven years. In the following, 'data' also means company and/or personal data. See below which category applies to you:

- **If you visit the website www.m-tech-nederland.nl or www.m-tech.be**

When you visit our websites, you provide data to M-tech without being aware of it. This includes, for example, device data such as a unique device ID, the version of the operating system and settings of the device you are using to access an M-tech service. Additionally, there is user data about the services you use, including the time, duration of use and content of the service. Moreover, insofar as these are passed on to M-tech, location data from your mobile device or data derived from your IP address is also used. If you send an e-mail using the website, it will be stored for a maximum of one year. It will then be deleted permanently.



- **If you are a business relationship with or from M-tech**

M-tech uses the data you provide (company name, location data, Chamber of Commerce/branch number, VAT number, telephone number, contact person, e-mail address, bank account number, project numbers, permits, BIBOB applications, administrative data) to implement the agreement(s) concluded with you regarding the purchase of services. Your data will be kept for a minimum of seven years after the end of the agreement and the quotations will be kept permanently.

- **If you are a supplier at or from M-tech**

M-tech uses the data provided by you (including company name, location data, Chamber of Commerce/branch number, VAT number, telephone number, contact person, e-mail address, bank account number, administrative data, orders, purchases, website data, agreement) to implement the agreement(s) concluded with you. Your data will be stored for a minimum of seven years after the end of the agreement.

- **You will receive a newsletter from M-tech**

With your permission, M-tech uses your e-mail address to send you a newsletter. You can unsubscribe by sending an e-mail stating you want to unsubscribe from future newsletters. For Belgium, please send your e-mail to privacy@m-tech.be and for the Netherlands, please contact us at privacy@m-tech-nederland.nl. The newsletter is stored for several months.

Basis for data processing

We may only lawfully process your personal data if we do so on a legal basis. We process your personal data as it is necessary for the execution of the agreement between you and us, as laid down in Article 6 paragraph 1 sub b of the General Data Protection Regulation (GDPR). In addition, we may process your personal data for another legitimate interest, such as informing our customers about current events or changes in our services. This basis is laid down in Article 6 paragraph 1 sub f of the GDPR.

Special personal data

The website and services of M-tech do not intend to collect data about visitors under the age of 16. However, M-tech cannot check whether a visitor is 16 years of age or older. If you are convinced that M-tech has collected personal data about a minor without parental consent, please contact us in Belgium at privacy@m-tech.be, or in the Netherlands at privacy@m-tech-nederland.nl in order for this information to be deleted.

Data security

M-tech uses extensive security procedures for the protection of the processed data to prevent unauthorised persons from gaining access to this data among other things. Your company and/or personal data is stored on secure hard drives. We particularly take the following measures:



- Access to personal data is protected with a username and password;
- Employees have a different login or rights than the management;
- After receipt, the data is stored in a separate, protected and encrypted system;
- We take physical measures (thorough hinges and locks, electronic security) for access protection of the systems in which personal data are stored;
- We use secure connections (Secure Sockets Layer or SSL) which protect all information between you and our website when you enter personal data;
- We keep logs of all requests for company and/or personal data;
- Digital (using Cloud) and physical backups are made. These are protected separately (both digitally (login name and password) and physically in the form of a solid enclosed space (incl. electronic security). The various parts are also stored in a fire-resistant cabinet;
- We have processing agreements of our external partner(s).

If there are any indications of abuse, please contact us in Belgium at privacy@m-tech.be or in the Netherlands at privacy@m-tech-nederland.nl

Confidentiality

Everyone who works within M-tech and therefore has access to personal data, is obliged to maintain the confidentiality of this personal data. For the processing of special personal data, everyone who processes them is subject to a duty of confidentiality. This results from the profession or employment contract of the person concerned.

Processing register

M-tech keeps a register of the processing activities that take place under its responsibility. This register contains the following information:

1. The name and contact details of the person responsible and, where applicable, of the data protection officer;
2. The processing purposes;
3. The categories of data to which the processing relates;
4. The categories of recipients to whom personal data is disclosed;
5. If possible, the intended period within which the personal data must be deleted;
6. If possible, a description of the technical and organisational measures taken.

Use of cookies

The M-tech website uses cookies when offering their products and/or services. More information about the use of cookies and similar technologies can be found below.

Websites operate with useful techniques that increase the ease of use and makes the site as interesting as possible for every visitor. Best-known examples of these types of techniques are cookies and scripts (hereinafter referred to together as "cookies").

Cookies can be used by website owners or by third parties who communicate through the website you are visiting. The use of cookies is safe.



No personal information, such as telephone numbers or e-mail addresses, can be traced from cookies. As a result, cookies cannot be used for e-mail and telemarketing purposes. We think it is very important that you know which cookies our website uses and for what purposes they are used.

We would like to guarantee both your privacy and the user-friendliness of our website as much as possible.

Below you can read more about the cookies used by and via our website and for what purposes.

- Functional
- Analytics
- Other
- Browser settings

Cookies that ensure that the website functions properly

Our website uses cookies for:

- Saving preferences, such as the language, location, the desired number of search results, etc.
- Reading your browser settings to optimally display our website on your screen.

Cookies that allow us to measure the use of the website

To determine which parts of the website are most interesting to our visitors, we continuously try to measure how many visitors visit our website and what is viewed the most, which is done with the help of third-party software, among others. We use cookies for this purpose. Statistics are compiled from information we collect this way. These statistics give us insight into how often our web page is visited, where exactly visitors spend the most time, etc. This enables us to make the structure, navigation and content of the website as user-friendly as possible for you. We do not trace the statistics and other reports back to people.

We use cookies for:

- Keeping track of the number of visitors to our web pages;
- Keeping track of the length of time each visitor spends on our web pages;
- Determining the order in which a visitor visits our different web pages;
- Assessing which parts of our site need to be adapted;
- Optimising the website.

Other/ unforeseen cookies

Because of the way the internet and websites work, we may not always have insight into the cookies that third parties place using our website. This is especially the case if our web pages contain so-called embedded elements; these are texts, documents, pictures or videos that are stored by another party, but that are shown on, in or via our website.



If you come across any cookies on this website that fall into this category which we have therefore not mentioned above, please let us know. Or contact the third party directly and ask which cookies they place, what its purpose is, what the lifespan of the cookie is and how they have guaranteed your privacy.

Browser settings

If you do not want websites to place any cookies on your computer at all, you can adjust your browser settings so you receive a warning before cookies are placed. You can also adjust the settings in such a way that your browser refuses all cookies or only third-party cookies. You can also delete the cookies that have already been placed.

Please note you must separately adjust the settings for each browser and computer you use. Please note that if you do not want any cookies, we cannot guarantee that our website will work properly.

It may be that some of the site's features will be lost or that certain websites will be inaccessible to you. How you can adjust your settings differs per browser.

If necessary, consult the browser's help function to find the browser's manual. If you want to disable cookies from specific parties, you can do so via www.youronlinechoices.eu.

Closing remarks

We will have to adjust these statements from time to time, because, for example, our website or the rules around cookies change. We may change the content of the statements and the cookies included in the lists at any time and without prior warning. You can consult this statement for the latest version.

If you have any questions and/or comments, please contact us in Belgium at privacy@m-tech.be or in the Netherlands at privacy@m-tech-nederland.nl

Third-party websites

This statement does not apply to any third-party websites that are connected to our service by means of links. We cannot guarantee that these third parties will handle your personal data in a reliable or secure manner. We recommend that you read the privacy statement of these websites before using these websites. M-tech therefore excludes any liability when using third-party websites.

View, correct or delete data

You have the right to view, correct, or delete your personal data.

If you have any questions or requests, please e-mail us in Belgium at privacy@m-tech.be or in the Netherlands at privacy@m-tech-nederland.nl with a copy of your passport or identity card. You may cover your BSN/National Registration Number, date of birth and photo.

In principle, M-tech will respond to a request for access or correction within two weeks. In the event of a request for deletion, M-tech will delete the personal data in question as soon as possible, unless and insofar as the law requires that the personal data in question must be kept or if there are any other urgent reasons that oppose deletion. M-tech will send you a confirmation message after executing a request for deletion.



If M-tech has not (partially) deleted the personal data in question, M-tech will send you a message explaining why the request could not be (fully) fulfilled.

If M-tech cannot (fully) determine to what personal data a request for access, correction or deletion relates, M-tech may ask you to specify your request. The request's execution will then be suspended until you have provided (further) specification. By sending a message in Belgium at privacy@m-tech.be or in the Netherlands at privacy@m-tech-nederland.nl, you can object to the use of your personal data for direct marketing purposes or other processing.

Changes

M-tech reserves the right to make changes to the privacy statement. Therefore, check the privacy statement for any adjustments regularly. This version is from 13 July 2021. The processing of company and personal data is subject to Dutch, Belgian and European law. The changes will take effect automatically upon publication.

Questions or complaints

If you have any questions or complaints about our privacy policy, please initially contact M-tech in Hasselt or Roermond or contact us in Belgium at privacy@m-tech.be and in the Netherlands at privacy@m-tech-nederland.nl. Additionally, you may wish to contact the Dutch Data Protection Authority in the Netherlands or the Data Protection Authority in Belgium if you have a complaint about the use of personal data. You can use the form published on the website of the

The Dutch Data Protection Authority or the Data Protection Authority to send your complaint. The Netherlands: <https://www.autoriteitpersoonsgegevens.nl> and in Belgium: <https://www.gegevensbeschermingsautoriteit.be>.