

# Privacy declaration

## Personal data processed

SOVE BVBA can process personal data about you, because you use the services of SOVE BVBA, and/or because you provide these yourself when filling out a contact form on the SOVE website.

SOVE BVBA can process the following personal data:

- Your first and last name
- Your address
- Your phone number
- Your email address
- Your IP-address

## Why SOVE BVBA needs your data

SOVE BVBA processes your personal data to be able to contact you by telephone if you request it, and/or be able to contact you in writing (by email and/or by post) should you not be reachable. In addition, SOVE BVBA may use your personal data in the context of carrying out an assignment agreement concluded with you.

## Storage period

SOVE BVBA does not store your personal data longer than is strictly necessary to achieve the goals for which your data are collected. Your data will not be saved if no agreement is concluded with you.

## Disclosure to third parties

SOVE BVBA provides your personal data to third parties when necessary for the execution of an agreement with you, or to comply with a legal obligation.

## Mapping website visits

On the website of SOVE BVBA, no visitor data are stored, except for the time of retrieval and data that your browser sends. These data are used for analyses of visitor- and clicking behavior on the website. SOVE BVBA does not use this information. These data are anonymized as much as possible and are not provided to third parties.

## Viewing, modifying or deleting data

You have the right to view, correct or delete your personal data. You can send a request for access, correction or deletion to [sonny.verscheure@sove.be](mailto:sonny.verscheure@sove.be). SOVE BVBA will respond to your request as quickly as possible, within four weeks at the latest.

## Security

SOVE BVBA takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. The SOVE website uses a reliable SSL Certificate to ensure that your personal data do not fall into the wrong hands. Should you have the impression that your data are not properly secured or that there is any indication of misuse, or if you would like more information about the security of personal data collected by SOVE BVBA, please contact SOVE BVBA via [sonny.verscheure@sove.be](mailto:sonny.verscheure@sove.be) , [www.sove.be](http://www.sove.be) the website of SOVE BVBA. You can reach SOVE BVBA:

- Address: Meerlaanstraat 43 – B9860 OOSTERZELE
- Registration number trade register chamber of commerce: BE 0807.091.765
- Phone number: 0475/71.76.28
- E-mail: [sonny.verscheure@sove.be](mailto:sonny.verscheure@sove.be)

Yours sincerely,

Sonny Verscheure

Meerlaanstraat 43 – B9860 OOSTERZELE

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