

## PRIVACY POLICY

### 1. WHAT DO WE DO WITH YOUR PERSONAL DATA?

- 1.1 EUcapital SRL, a company with limited liability organised under Belgian law, with statutory seat located at Boulevard Louis Schmidt 63/6, 1040 Brussels, Belgium and registered with the Crossroads Bank for Enterprises under company number 0849.753.850 (“**EUcapital**”, “**we**”, “**our**”, “**us**”) processes personal data related to its former and past clients or clients’ representatives, its prospects, contractors and the visitors of our website ([www.eu-capital.eu](http://www.eu-capital.eu)) (the “**data subject**”, “**you**”, “**your**”).
- 1.2 This Privacy Policy (the “**Policy**”) applies to any processing by EUcapital of your personal data.

### 2. UNDERTAKING

- 2.1 We use our best efforts to bring our data processing activities into compliance with applicable data protection legislation, including Regulation (EU) 2016/679 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (“**GDPR**”) and the Belgian Data Protection Act of 30 July 2018, each as applicable, and as amended, restated or replaced from time to time (the “**Applicable Data Protection Law**”).

### 3. CATEGORIES OF PERSONAL DATA

- 3.1 We process the following categories of personal data, in particular for the purposes described hereafter:
  - Your personal identification data and contact details (including surname, first name, postal address and country of residence, birth date, name of company, job title, e-mail address, phone number), to process applications of start-up representatives to specific calls or to participate to events, to manage the files of start-up applicants or of our clients, to select the start-up winners of our specific calls, to provide client support, to select the beneficiaries of our own activities and/or activities implemented for our clients (workshops and or events) (together “**Our Services**”), to perform our business development (in particular through commercial fairs and events, games and contests and satisfaction surveys), to contact you in the provision of Our Services.
  - Your contact details (including surname, first name, postal address, country of residence, name of company, job title, e-mail address, phone number), processed for allowing us to contact you in the provision of Our Services;

- Your professional identification data (name of company, job title, company address, sector of activity), processed for managing our supplier file and suppliers' relationship and to provide Our Services;
- Data related to your professional life (including aptitudes, qualifications, experience) for recruitment purposes and to provide Our Services;
- Your banking details (bank account number, etc.), only processed for invoicing purposes when relevant;
- Your electronic identification data (IP address, electronic identifiers, etc.), processed for the detection and prevention of fraud and information security breaches;
- Photographs representing you, processed mainly in the context of our internal and external company communications (e.g. in the context of the workshops, events and/or fairs contests that we organise);
- Data related to your use of our website (the pages viewed, the links you clicked on, the time you stayed on a page, etc.), processed on an aggregated basis solely for the purpose of enhancing the user experience of our website;

3.2 We may also process your personal data:

- To carry out corporate restructuring operations;
- For internal and external audits;
- For the management of disputes with clients, suppliers and other data subjects.

3.3 The provision of your personal data may be necessary for:

- The performance of a contract to which you are a party (e.g. the contract between you and EUcapital for the provision of Our Services or employment) or in order to take pre-contractual steps at your request (e.g. in the context of a request for information);
- Compliance with a legal obligation applicable to us (e.g. with regard to invoicing, fraud detection, surveillance of our premises, taxation, etc.);
- The legitimate interests pursued by us (for example, carrying out Our Services) (or by a data recipient) provided that these interests prevail over your fundamental rights and freedoms (e.g. the detection and the prevention of fraud and information security breaches, the conduct of corporate reorganisations, etc.).

3.4 In some cases, we will ask for your free, prior and informed consent before processing some of your personal data (e.g. photographs portraying you for company communication

purposes, your email address for direct marketing purposes if you are not yet a client with us, etc.).

- 3.5 We do not subject you to decisions based exclusively on automated processing that produce legal effects concerning you or similarly significantly affect you.
- 3.6 The provision of some of your personal data (e.g. your name, address, etc.) is a condition to the conclusion of a contract with us.
- 3.7 The possible consequences of not providing your personal data could include our inability to meet our obligations under the contract or a breach by us of one or more obligations under applicable laws (e.g. accounting, tax or financial laws).

#### **4. SOURCE OF THE DATA**

4.1 We may collect your personal data as follows:

- Directly from you, e.g. through the request for information process (online or in-person); or
- Through our partners.

#### **5. RECIPIENTS OF YOUR PERSONAL DATA**

5.1 We may disclose your personal data to the following recipients:

- Our clients and project collaborators (for example, our project consultants and European institutions);
- The IT development team;
- The directors of EUcapital;
- Our consultants and accountant for invoices purposes when relevant;
- The providers of our forms, Typeform or Qualtrics;
- Our legal counsels and/or lawyers in the context of corporate restructuring operations and litigation proceedings;
- Third party service providers related to the operation and maintenance of the information systems processing your personal data (these providers only have access to the personal data necessary to carry out their missions);

- Government entities authorised to access and/or obtain your personal data in accordance with applicable law;
- The courts and tribunals of the judicial order in the event of a dispute involving you;
- Law enforcement authorities in the event of a finding or a suspicion of the occurrence of an offence involving you in accordance with or as required by applicable law.

5.2 In the event of corporate reorganisations (e.g. mergers or acquisitions), we may transfer your personal data to a third party involved in the transaction (for example, a buyer) in accordance with Applicable Data Protection Law.

## **6. THIRD-PARTIES**

6.1 We take appropriate measures to ensure that our third-party partners process your personal data in accordance with Applicable Data Protection Law.

6.2 We also ensure that our processors undertake to, among other things, process your personal data only on our instructions, not hire subprocessors without our consent, take appropriate technical and organisational measures to ensure an adequate level of security of your personal data, ensure that persons authorised to access your personal data are subject to obligations of confidentiality, return and/or destroy your personal data at the end of their services, comply with audits and assist us in following up on your requests regarding the exercise of your data protection rights.

## **7. TRANSFERS OUTSIDE OF THE EUROPEAN ECONOMIC AREA**

7.1 We may transfer your personal data to countries located outside of the European Economic Area (“EEA”), if this is needed to carry out Our Services. In case your personal information is transferred outside of the EEA, we will make sure that your personal information is protected by the following safeguards:

- a) the laws of the country to which your personal information is transferred ensure an adequate level of data protection, as recognised in an adequacy decision of the EU Commission;
- b) the transfer is subject to data protection clauses approved by the European Commission (after having carried out a transfer impact assessment, if applicable).

7.2 If you wish to receive more information relating to the transfers of your personal information outside the EEA and/or the safeguards that have been implemented (including on how to receive a copy of these), you can contact us through the contact details set out in section 12.

## 8. **RETENTION**

- 8.1 We ensure that your personal data are kept for no longer than is necessary for the purposes for which they are processed.
- 8.2 We use the following criteria to determine the retention periods of personal data according to the context and purposes of each processing operation:
- The date of the end of your relationship with EUcapital or the end of a project;
  - The sensitivity of personal data;
  - Security reasons (for example, the security of our information systems);
  - Any current or potential dispute or litigation involving you;
  - Any legal or regulatory obligation to retain or delete personal data (for example, a retention obligation imposed by accounting, tax or financial laws).

## 9. **YOUR RIGHTS**

- 9.1 Subject to Applicable Data Protection Law, you have the rights to access, rectify and erase your personal data, the rights to object to or limit the processing of your personal data, the right to data portability and the right to withdraw consent.

| <b>Rights</b>   | <b>What does it mean-?</b>   |
|---|--|
| <i>The right to be informed</i>                           | You have the right to be provided with clear, transparent and easily understandable information about how we use your personal data and your rights. This is why we are providing you with the information in this Policy. |
| <i>The right of access</i>                                | You have the right to obtain access to your personal data.<br><br>This is so you are aware and can check that we are using your personal data in accordance with Applicable Data Protection Law.                           |
| <i>The right to rectification</i>                         | You are entitled to have your personal data rectified if they are inaccurate or incomplete.  |
| <i>The right to erasure (the “right to be forgotten”)</i> | You have the right to have your personal data erased. However, the right to erasure (or the “right to be forgotten”) is not absolute and is subject to special conditions. We may  |

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|  | retain your personal data to the extent permitted by applicable law, and in particular when their processing remains necessary to comply with a legal obligation to which EUcapital is subject or for the establishment, exercise or defence of a legal claim. |
| <i>The right to restrict processing</i>  | You have rights to restrict further use of your personal data (e.g. when EUcapital does not need your personal data anymore but your personal data are still necessary for the establishment, exercise or defence of a legal claim).                           |
| <i>The right to data portability</i>     | You have the right, under certain circumstances, to receive the personal data concerning you and that you have provided to EUcapital in a structured and commonly used machine-readable format and to transmit them to another data controller.                |
| <i>The right to object to processing</i> | You have the right to object to certain types of processing (e.g. when the processing is based on the legitimate interests of EUcapital and, taking into account your particular situation, your interests or fundamental rights and freedoms prevail).        |
| <i>The right to withdraw consent</i>     | If you have given your consent to the processing by EUcapital of your personal data, you have the right to withdraw your consent at any time.  |

- 9.2 Please forward any request regarding your rights as data subject to our Correspondent by email at [info@eu-capital.eu](mailto:info@eu-capital.eu). We will try to comply with your request as soon as reasonably practicable and always under the timeframes set forth by Applicable Data Protection Law. Please note that we may need to retain certain of your personal data for certain purposes as required or authorised by law. Please also note that, if we have doubts about your identity, we may require you to provide us a proof of your identity to prevent unauthorised access to your personal data.

## **10. RIGHT TO OBJECT TO MARKETING**

- 10.1 If you are a client with us, we process your email address and phone number for direct marketing purposes.
- 10.2 You have the right to object at any time to the processing of your personal data for direct marketing purposes by sending an email at [info@eu-capital.eu](mailto:info@eu-capital.eu).

## **11. SECURITY**

- 11.1 We implement adequate technical and organisational measures to ensure a level of security of your personal data that is appropriate to the risks.
- 11.2 We take appropriate measures to ensure that we report security incidents leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.

## **12. QUESTIONS AND COMPLAINTS**

- 12.1 If you have any questions or complaints about the way we process your personal data, please send them by email at [info@eu-capital.eu](mailto:info@eu-capital.eu) or by post at EUcapital, Boulevard Louis Schmidt 63/6, 1040 Etterbeek, Belgium.
- 12.2 You have the right to lodge a complaint at the competent supervisory authority. The competent supervisory authority for Belgium can be contacted at:

*Data Protection Authority  
35 Rue de la Presse / Drukpersstraat, 1000 Brussels  
+32 (0)2 274 48 00  
[contact@apd-gba.be](mailto:contact@apd-gba.be)*

## **13. MISCELLANEOUS**

- 13.1 We reserve the right to modify this Policy at any time, so please review it frequently. We will inform you of changes we make to this Policy so that you are at any time aware of the way we process your personal data.
- 13.2 In the event of a conflict or inconsistency between a provision of this Policy and a provision of another policy or other document of EUcapital relating to the processing of personal data, the provision of this Policy shall prevail.