

# Doccle Privacy policy

Version 20200604

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Doccle attaches great importance to maintaining a confidential relationship between the users and Doccle itself. We therefore comply with the provisions relating to the automatic registration of personal data in the Law of 8 December 1992 on the protection of privacy, as amended by the Law of 11 December 1998 and European Directive 95/46 EC. Next to that, Doccle complies with the GDPR, The General Data Protection Regulation (Regulation (EU) 2016/679) by which the European Parliament, the Council of the European Union and the European Commission strengthen and unify data protection for all individuals within the European Union (EU).

You can use Doccle in various ways: to search for important documents, to share them, to communicate with other people, to exchange information with companies or to add your own documents. When you share your data with us, for example by creating a Doccle profile, we will process this information on your behalf and regard you as the user and owner of the data, over which you need to be able to maintain control. We therefore want to enable you to see at any time what information is used for specific functions, and how you can increase or relax the protection of your privacy.

To this end, Doccle uses special security mechanisms and organizational procedures. The parties involved (the senders of documents, Doccle's suppliers) share this concern and have given a contractual commitment to comply with these rules.

On our public website, we have dedicated a section on privacy and security, at <https://doccle.be/en/safely-online-on-doccle/>. In this section, you will find the most up to date information, simple and transparent. Take the time to go through it and think about your own privacy choices. If still some questions remain, you can still contact our privacy department on [privacy@doccle.be](mailto:privacy@doccle.be).

## Data that we receive

We receive data from various parties. The main parties are you yourself as our user and our partners, who are usually the suppliers from whom you receive documents. Our general principle is that the data we receive from

- you is only visible to you yourself and the third parties with whom you share it
- your suppliers is only visible to you and your supplier

Doccle has clearly documented its data processing activities which are accessible through the following link: at <https://doccle.be/en/safely-online-on-doccle/gdpr/data-processings>

## Clarity and options

People have various concerns about their privacy. It is our goal to be clear about the data we collect so that you can make informed decisions about how your information is used.

## Data that we share

We will only share personal information with third parties in the context of the services offered by Doccle (any exception for legal reasons may occur).

This is done through written instructions related to well defined data processing activities. Each third party is a fixed supplier or partner of Doccle complying with all security, compliance and privacy policies. This will be controlled by Doccle.

## Cookie policy

We use cookies to ensure that our Doccle Platform functions optimally. You can find information about cookies and our Cookie Policy at <https://doccle.be/en/safely-online-on-doccle/cookies/>.

## Scope of application

Our privacy policy applies to all services provided by Doccle cvba and our partners. The partners are listed on the website [www.doccle.be](http://www.doccle.be).

## Enforcement

Each complaint will be taken seriously and follow up of the complaint will be guaranteed. Compliant with the GDPR regulation, as an individual, you can exercise your rights and freedoms. Doccle engages to provide an answer within the legal terms (30 days).

The procedure for rights & freedoms is fully explained on our website <https://doccle.be/en/safely-online-on-doccle/gdpr/rights-and-freedoms/>

You can report infringements or submit complaints by email or in writing at the following address:

Doccle CV  
Buro & Design Center  
Heyselesplanade PB65  
1020 Brussels  
[privacy@doccle.be](mailto:privacy@doccle.be)

## Changes

Our privacy policy may change from time to time. The most recent and up to date information can be found on <https://doccle.be/en/safely-online-on-doccle/privacy/>

## Change summary

- 04/06/2020: cookie policy added