

Ad Hoc Clinical Website Privacy Policy

Who are we and what are our legitimates interests ?

Ad Hoc Clinical is a privately held Contract Research Organization incorporated under the laws of Belgium with registered office at Ter Waarde 45_1B_- 8900 Ieper-Belgium.

We take confidentiality and privacy very seriously and are committed to protect your privacy. This Privacy Policy sets out how we use and protect any personal information that you give us **via our website**. Ad Hoc Clinical implemented all known requirements to be internally compliant with the General Data Protection Regulation (Reg (EU) 2016/679) valid since the 25th of May 2018.

What personal data do we collect via the website ?

We do not automatically collect any personal information from our website visitors. We do not use any type of cookies either and fully respect your privacy.

If you chose to actively contact us, we may collect the following information:

- Your name and job title
- Your contact information including email address and telephone
- Your CV's if you send this to us.
- Any Information you send via the contact e mail

What do we do with the information you provided ?

We use your personal data for the following reasons:

- to improve our products and services
- to properly respond to your enquiries
- to properly respond to your job applications
- for our Internal records
- for administrative purposes
- in connection with our legal rights and obligations

Who has access to your personal information :

We will not sell, distribute or lease your personal information to third parties unless we are required by law to do so. We may use your personal information to send our promotional information which we think you may find interesting. Ad Hoc Clinical is fully compliant with the provisions of the Belgian law of December 8, 1992 on Privacy Protection in relation to the Processing of Personal Data and with the European General Data Protection Regulation (EU 2016/679).

What are my privacy rights :

You have the right to:

- access your personal data and to be informed about its use
- correct your personal data
- have your personal data deleted
- restrict the use of your personal data
- object to the use of your personal data
- complain to a supervisory authority
- withdraw your consent to the use of your personal data (if you provided this previously)
- ask us to return in a usable format your personal data you shared with us

Children's Privacy

You should be aware that this site is not intended for, or designed to attract, individuals under the age of 18.

Security

Ad Hoc Clinical has taken all reasonable measures to keep your information protected from loss, misuse or alteration.

We will treat information you actively submit to us (in example: a job application) as personal information.

Your data, will be treated in accordance with this Privacy Statement. This data will be securely stored. All reasonable measures have been taken to prevent unauthorized access.

Ad Hoc Clinical has put in place suitable physical, electronic and managerial procedures to safeguard and secure the information you provide us.

Personal data that are transmitted over the Internet can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk.

Data Retention

We will hold your personal information in our systems only for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract, after which time it will be destroyed, unless we are legally required to hold some types of information to fulfil our statutory obligations.

Links to other websites:

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites, as such sites are not governed by this Privacy Statement. You should exercise caution and look at the Privacy Statement applicable to the website in question.

Contact

If you have a query regarding your personal data or if you would like to claim for you rights under the EU General Data Privacy Regulation (EU/2016/679), please contact our DPO by e-mail to dpo@adhoc-clinical.com

You can also write us at Ter Waarde 45_1B_- 8900 Ieper-Belgium.

Make sure to provide a clear and full request.

You can contact us and request to exercise your rights at any time. We will confirm the requested changes have been taken in account within 1 month.

Review of this Policy

We keep this Policy under regular review. This Policy was last updated on 21 June 2018.