

## Privacy & Cookie Policy

Last updated: 28/01/2020

When using the website happiness-brussels.com (hereinafter referred to as the "Website") data is collected about your use of the website; only data useful for the functioning of the website and for statistics is processed.

### 1. Who processes your data?

Your data will be processed by Happiness Brussels BVBA, a Belgian company, registered with the Crossroads Bank of Enterprises under number 0876.054.114 Contact and other relevant details are set out at the end of this policy in the "[Happiness Brussels Details](#)" section.

### 2. What data do we process, on which legal basis and how long do we keep this data ?

DATA	LEGAL BASIS	RETENTION PERIOD
Acceptance of cookies	Your consent (article 6.1.a) GDPR): if you agree with the use of cookies, we will keep proof of your consent.	Duration of the cookie: 1 month
General information about the device used, browser, network information, app marketplace information, crash information, speed of the website.	We use this data anonymously for statistical purposes: it is necessary for the purpose of our legitimate interests (Article 6.1.f) GDPR), in particular to generate statistics on the use of our website, to ensure the proper functioning of the website, to make improvements to the website, to repair bugs and to guarantee the security of the website.	The data is stored in the form of statistics for a period of 26 months.
Information about your use of the Website: website that referred to our website, duration of use of our website, number of times you use our website, behavior during the session (which pages were visited, etc.), anonymized IP address.	This is necessary for the purpose of our legitimate interests (article 6.1.f) GDPR), in order to make statistics about the use of our website. Please note that your IP address is anonymized by Google Analytics before being processed.	The data is stored in the form of statistics during 26 months.
Information about the efficiency of our website.	This is necessary for the purpose of our legitimate	26 months

	interests (article 6.1.f GDPR), specifically to measure the efficiency of our website.	
<p>Information provided by you, when filling in and sending us the career form which is accessed via the “Drop a message” button (“lets work together don’t be shy” section) or the “click here” button in the “careers” section in the footer:</p> <ul style="list-style-type: none"> <li>- Your name</li> <li>- Your email</li> <li>- Your department of interest</li> <li>- Your portfolio website link</li> </ul> <p>We use this information provided through the form, based on your consent for the purpose of contacting you in relation to your job appliance.</p>	<p>We use that information, freely submitted by you through the form, for the assessment of your candidacy; this assessment is a step undertaken at your request prior to entering into a contract in the sense of article 6.1.b) GDPR.</p>	<p>The information you have submitted will be kept for 1 year in our files, so that if your application is not retained, we can contact you if further vacancies become available.</p> <p>If you send us a request to delete this information before the end of the 1 year term, we will delete your information accordingly.</p>

### Google analytics

This analytical tool installs cookies that we use in order to quantify the visits (traffic) on the website and the behavior of the users on our Website. This allows us to know how many times a particular page has been consulted, a video has been viewed, a button has been clicked. We use this information only to improve the content of the Website or as a basis for a new campaign by determining certain topics of great interest. You can find more information in the [Google Analytics tool](#).

To provide website visitors more choice on how their data is collected by Google Analytics, Google has developed an Opt-out Browser add-on, which is available by visiting [Google Analytics Opt-out Browser Add-on](#), to enable you to opt- out of Google’s programs.

### Youtube video player

Our Youtube videos have privacy-enhanced mode enabled: therefore YouTube won’t store information about you, unless you play the video, according to the [Google-Youtube guide](#).

## **3. Processors**

For the processing of your personal data we sometimes call upon third parties (for example the company that manages the Website, hosting companies for hosting the data and companies generating statistics on the use of our website).

In so far as your data is forwarded to countries outside the European Union that do not provide an adequate level of protection for your data, we have ensured that the companies to which your data is forwarded offer an adequate level of protection. More specifically, we either have "Standard Contractual Clauses "(SCC) with them, or they are certified under the "Privacy Shield" programme with the United States of America. More information about these measures can be obtained by sending an e-mail to [privacy@happiness-brussels.com](mailto:privacy@happiness-brussels.com).

#### 4. Your rights to your personal data

You have the right to access and correct your personal data as well as the right to object free of charge to its use for direct marketing purposes. You also have the right, in certain circumstances, to oppose the processing of your personal data or to request the deletion and erasure of your personal data; you also have the right to request a limitation of processing, as well as the right to the transfer of your data, as provided for in articles 15 to 20 of the GDPR.

Please be aware that some personal data may be excluded from the right of access, rectification, deletion or erasure in accordance with applicable law.

If our processing of personal data is based on your consent, you have the right to withdraw this consent at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

To withdraw your consent, you are requested to send us an e-mail at: [privacy@happiness-brussels.com](mailto:privacy@happiness-brussels.com).

#### 5. Cookies

Our website uses cookies if you have agreed to this.

The cookies we use are the following:

Name cookie	Function of the cookie - information collected	Duration of the cookie
__utma	Cookie keeps track of the number of times a visitor has been to the site pertaining to the cookie, when their first visit was, and when their last visit occurred. (Google analytics)	2 years
__utmb	Takes a timestamp of the exact moment in time when a visitor enters a site. (Google analytics)	Expires at the end of the browser session
__utmc	Takes a timestamp of the exact moment in time when a visitor leaves a site. (Google analytics)	Expires at the end of the browser session
__utmt	Used to throttle request rate for Google analytics.	Expires at the end of the browser session
__utmz	Keeps track of where the visitor came from, what search engine the visitor used, what link the visitor clicked on, what keyword the visitor used, and where the visitor was in the world when the visitor accessed a website	6 months

_first_pageview	Used to throttle the request rate for the service - limiting the collection of data on high traffic sites. (Google analytics)	10 mins
_jsuid	Its purpose is to identify new and unique visitors to a web site. (Google analytics)	5 years
cluid	Contains a unique user identifier and is used by website owners with multiple domains that want to track users across those domains for performance measurement. (Google analytics)	5 years
cookie-policy-accepted	Save GDPR consent pop-up selection to improve user experience.	1 months
_ga	This cookie is used to distinguish unique users by assigning a randomly generated number as a client identifier. (Google analytics)	2 years
__utmt_secondTracker	Performance and analytical cookie for Google analytics.	Expires at the end of the browser session

If you wish to withdraw your consent to the use of cookies, this is best done by deleting the cookies (list above) that we have placed on your computer. You can do this in the security settings in your browser. You will then see a new request to place your cookies the next time you visit our website: you may respond negatively and continue to use the website.

#### How to manage cookies in your browser?

The consequences of disabling cookies depend on which cookies you disable, but in general, the Website may not operate properly if you take this decision. Below you will find details on how to use common types of browser to disable cookies.

Use the options in your web browser if you do not wish to receive a cookie or if you wish to set your browser to notify you when you receive a cookie. You can easily delete and manage any cookies that have been installed in the cookie folder of your browser by following the instructions provided by your particular browser manufacturer.

[Google Chrome](#)

[Internet Explorer](#)

[Mozilla Firefox](#)

[Safari \(Desktop\)](#)

If your browser is not listed here, consult the documentation that your particular browser manufacturer provides. You may also consult your mobile device documentation for information on how to disable cookies on your mobile device. If you disable all cookies, you may not be able to take advantage of all the features of our Website.

## 6. Complaints

If you are not satisfied with our processing of personal data and if you believe that contact with us will not solve the problem, then the legislation offers you the right to lodge a complaint with the competent supervisory authority ([www.https://www.gegevensbeschermingsautoriteit.be/](http://www.gegevensbeschermingsautoriteit.be/)).

## 7. Security

We are committed to protecting your information. Any personal information you provide to us is maintained on a secured content management system. We take all appropriate security measures to protect your information against unauthorized access to or unauthorized alteration, disclosure or destruction of data.

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we maintain appropriate physical, electronic, and managerial procedures to safeguard and secure the information and data stored on our system. While no computer system is completely secure, we believe the measures we have implemented reduce the likelihood of security problems to a level appropriate to the type of data involved.

## 8. Links to third party website

This website may also link or direct you to other websites or external content which are not within our control. Links to other websites may be provided for your convenience and information. Happiness Brussels is not responsible for the external content, nor does it reflect any (political) opinion.

We will not be responsible for the protection and privacy of any personal data which you provide on those websites. These sites have their own privacy policy in place, and we recommend you to review these if you visit any linked website.

You should therefore exercise caution including reviewing the privacy policy of those websites before disclosing any personal data.

## 9. Happiness Brussels Details

Happiness Brussels BVBA, established at 1800 Vilvoorde, Steenkaai 42 and registered with the crossroads bank of enterprises (CBE) under number 0876.054.114, with VAT number BE0876.054.114

For any questions about your personal data: [privacy@happiness-brussels.com](mailto:privacy@happiness-brussels.com)

Please review the [Last Updated](#) legend at the top of this page to determine when this policy was last amended. Any changes to this policy will become effective on the [Last Updated](#) date indicated above. By using the Website or providing information to us following such changes, you will have accepted the amended policy.

## 10. Questions

If you have any questions regarding this policy or our use of cookies, please contact us by email at [privacy@happiness-brussels.com](mailto:privacy@happiness-brussels.com).