

Privacy

1. WHY THIS PRIVACY STATEMENT?

We attach great importance to the protection of your privacy and personal data. We use your personal data exclusively in accordance with privacy legislation and other applicable legal provisions.

Any reference in this Privacy Statement to the Privacy Act refers to the Belgian Act of 8 December 1992 on the protection of privacy in relation to the processing of personal data. Any reference to the Regulation refers to the Regulation of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR).

Through this Privacy Statement, we wish to inform you about any processing activities concerning your personal data and about your rights. By using our WebApps, you explicitly consent to the possible processing of your personal data by Management Information and its subsidiaries.

This Privacy Statement may be amended or updated in the future. It is your responsibility to consult this document regularly. Any substantial changes will always be clearly communicated on our websites, platforms, and applications.

2. WHO PROCESSES PERSONAL DATA?

Management Information and its subsidiaries Qfor, CertUp, and RepQuest are hereinafter jointly referred to as “ManInfo” and are responsible for:

Websites

www.maninfo.be

www.maninfo.es

www.qfor.org

www.certup.be

www.audit-kmo-portefeuille.be

www.trainup.eu

<https://kwaliteits-en-registratiemodel.vlaanderen>

Platforms

www.repquest.com

www.formbase.eu

www.traininginfo.be

Applications

scan.qfor.org

Datacorner

KMO-Portefeuille Academy

www.trainup.be

www.trainingroi.eu

These are collectively referred to as the “WebApps.”

Management Information is responsible for www.maninfo.be and the applications scan.qfor.org and Datacorner. Management Information Spain is responsible for www.maninfo.es. Q For is responsible for www.qfor.org. CertUp is responsible for www.certup.be, www.audit-kmo-portefeuille.be, and the KMO-Portefeuille Academy application. RepQuest is responsible for www.repquest.com, www.formbase.eu, www.traininginfo.be, the applications www.trainup.be and www.trainingroi.eu, and the website www.trainup.eu.

Contact Details

Management Information NV

Ninoofsesteenweg 1078, Box 1

1080 Brussels, Belgium

VAT No. BE 0441 240 033

Q For EEIG

Ninoofsesteenweg 1078, Box 2

1080 Brussels, Belgium

VAT No. BE 0462 786 406

CertUp SA

Ninoofsesteenweg 1078, Box 2

1080 Brussels, Belgium

VAT No. BE 0449 917 177

RepQuest SA

Ninoofsesteenweg 1078, Box 1

1080 Brussels, Belgium

VAT No. BE 0668 359 197

Management Information Spain SL

C/ Segundo Mata 1, 2nd Floor, Office 9

28224 Pozuelo de Alarcón (Madrid), Spain
NIF: B85574440

For all ManInfo entities regarding data processing:

Email: privacy@maninfo.be

Telephone: +32 2 414 25 00

3. WHAT PERSONAL DATA IS PROCESSED?

ManInfo undertakes to process only data that is relevant and necessary for the purposes for which it was collected.

The following categories of personal data may be processed:

Identification data

Personal characteristics

Connection data (IP address, etc.)

Educational and career-related data

Professional memberships and interests

Information about training courses attended or provided

Photographs / recordings (where applicable)

Audio recordings (where applicable)

4. FOR WHAT PURPOSES IS MY PERSONAL DATA USED?

ManInfo collects personal data in order to provide you with a secure, optimal, and personalized user experience within the WebApps. The collection of personal data becomes more extensive as you make more intensive use of the WebApps.

The processing of personal data is essential for the functioning of the WebApps and their associated services. Personal data is processed exclusively for the following purposes:

Providing access to your user profile

Processing orders and delivering products and services

Providing after-sales services

Managing contractual relationships

Enabling invoicing and account management

Offering general and personalized services, including useful information, newsletters, collecting and processing user reviews, providing support, and handling complaints

Improving and personalizing our products and services

Detecting and protecting against fraud, errors, criminal activity, and unauthorized conduct

Sending promotional offers if you have expressly consented to this (direct marketing). You remain free to withdraw this consent at any time.

When visiting our WebApps, certain information is collected for statistical purposes. Such information is necessary to optimize the use of our platform, website, and applications. This information includes:

IP address

Approximate location of consultation

Date and time of consultation

Pages visited

By visiting our WebApps, you agree to this collection of information for statistical purposes.

Users always provide their personal data voluntarily and therefore maintain a certain degree of control over it. If certain information is incomplete or appears incorrect, ManInfo reserves the right to temporarily or permanently postpone certain expected actions.

Personal data is processed for internal use only, except where it is collected through input forms specifically intended for publication. We can therefore assure you that personal data will not be sold, transferred, or disclosed to third parties without your prior consent, except for data that you have entered or validated for publication purposes. ManInfo has taken all possible legal and technical precautions to prevent unauthorized access and misuse.

5. WE ALSO USE COOKIES!

During a visit to our WebApps, cookies may be placed on your hard drive to better tailor the platform or website to the needs of returning visitors. Non-functional cookies help us optimize your visit and remember technical preferences.

For more information about how we use cookies to collect and process personal data, please refer to our Cookie Statement.

If you wish to consult our WebApps, it is recommended that cookies are enabled. Instructions on how to disable cookies can also be found in our Cookie Statement.

6. WHAT ARE MY RIGHTS?

6.1 Right to Fair and Lawful Processing

Your personal data will always be processed for the legitimate purposes explained in Section 4. It is collected and processed in an appropriate, relevant, and non-excessive manner and will not be retained longer than necessary to achieve the intended purposes.

All technical and security measures have been taken to minimize the risks of unauthorized access or unlawful processing of your personal data. In the event of a breach of its computer systems, ManInfo will immediately take all necessary measures to limit any damage.

6.2 Right of Access

Provided that you can prove your identity, you have the right to obtain information about the processing of your personal data. You therefore have the right to know:

The purposes of the processing

The categories of data concerned

The categories of recipients to whom the data is disclosed

The criteria used to determine the retention period

The rights you can exercise concerning your data.

6.3 Right to Rectification

Inaccurate or incomplete personal data may be corrected. Users are encouraged to make the necessary changes themselves via their user account, but they may also submit a written request for correction.

6.4 Right to Erasure (“Right to be Forgotten”)

You have the right to request the deletion of your personal data where:

The data is no longer necessary for the purposes for which it was collected

You withdraw your consent and no other legal basis exists

You have validly exercised your right to object

The data has been processed unlawfully

The data must be erased to comply with a legal obligation

ManInfo will assess such requests based on the above criteria.

6.5 Right to Restriction of Processing

In certain cases, you have the right to request the restriction of the processing of your personal data, particularly:

When you contest the accuracy of the data

When the processing is unlawful

When the data is required for legal proceedings

During the period necessary for ManInfo to verify whether you can validly exercise your right to erasure.

6.6 Right to Object

You have the right to object at any time to the processing of your personal data. ManInfo will cease processing your personal data unless it can demonstrate compelling legitimate grounds that override your interests and rights.

This may particularly apply where ManInfo has been authorized by a public authority to carry out an audit assignment.

6.7 Right to Data Portability

You have the right to receive all personal data you have provided to us in a structured, commonly used, and machine-readable format. Upon your request, this data may be transferred to another service provider, unless this is technically impossible.

6.8 Right to Withdraw Consent

You may withdraw your consent to the processing of your personal data at any time. Withdrawal of consent does not affect the lawfulness of any processing carried out before the withdrawal.

7. HOW CAN I EXERCISE MY RIGHTS?

To exercise your rights, you must send a request by registered mail to:

Management Information – Data Processing
Ninoofsesteenweg 1078, Box 1
1080 Brussels, Belgium

or by email to:

privacy@maninfo.be

We will respond as quickly as possible and no later than one (1) month after receiving your request.

8. POSSIBILITY TO LODGE A COMPLAINT

If you are not satisfied with the way ManInfo processes your personal data, you have the right to lodge a complaint with the Belgian Data Protection Authority:

<https://www.gegevensbeschermingsautoriteit.be/>