

Privacy Policy

ExperAdmin respects your privacy and processes personal data in accordance with the General Data Protection Regulation (GDPR) and applicable Belgian data protection legislation.

1. Who is responsible for your data?

ExperAdmin is the data controller responsible for the processing of your personal data.

ExperAdmin

Enterprise number: BE1012 290 020

Email: info@experadmin.com

2. Personal data we collect

Depending on how you interact with ExperAdmin, we may collect:

- Identification and contact information, such as your name, email address and telephone number;
- Information necessary for payments, invoicing and accounting, such as your company, VAT number and address;
- Information you voluntarily provide when contacting us, completing a form or questionnaire, booking a service or purchasing or requesting a resource

We only collect personal data that is relevant to the services and resources we provide.

3. How we use your data

Your personal data may be used to:

- respond to enquiries and requests;
- provide requested resources and services;
- manage bookings, payments and invoices;
- prepare and personalise strategy sessions and other professional services;
- comply with legal, tax and accounting obligations;
- send blog updates or newsletters when you have subscribed to receive them.

Depending on the purpose, the processing is based on the performance of a contract or steps taken at your request before entering into a contract, compliance with a legal obligation, or your consent.

Where processing is based on your consent, you may withdraw that consent at any time.

4. Service providers

We may share personal data with trusted service providers where necessary to operate our website, communicate with you, manage bookings, process payments and fulfil our accounting and legal obligations. Where personal data is transferred outside the European Economic Area, appropriate safeguards are applied in accordance with applicable data protection law.

5. How long we keep your data

Personal data is retained only for as long as necessary for the purpose for which it was collected or for as long as required by applicable legal, tax or accounting obligations.

6. Cookies

ExperAdmin does not currently use analytics or advertising tools. The website and its underlying services may use technical or functional cookies necessary for their operation.

7. Your rights

Under applicable data protection law, you may have the right to access, correct or delete your personal data, restrict or object to its processing, request data portability, and withdraw your consent where processing is based on consent.

To exercise your rights or ask a question about your personal data, contact info@experadmin.com.

You also have the right to lodge a complaint with the Belgian Data Protection Authority.

8. Changes to this Privacy Policy

This Privacy Policy may be updated when ExperAdmin's services, tools or data-processing practices change. The current version of this Privacy Policy is available on the ExperAdmin website.