

### Why a Cookie Policy?

Your privacy is a priority for FEBIAC (hereinafter referred to as "FEBIAC" or "we" / "us"). In this respect, we are committed to protecting the personal data of our online users (hereinafter referred to as "you") collected through cookies, tags, tracers (hereinafter referred generally to as: "cookies") to process them with the utmost care, in accordance with the legal provisions in force and specifically the Electronic Communications Act of 13 June 2005.

Last update: 22 December 2021 (see archived versions: [insert URL])

## 1. Who has control over your personal data?

The controller of your personal data is FEBIAC, having its registered office at 46, Boulevard de la Woluwe, Box 6, 1200 Brussels, registered in the Crossroads Bank for Enterprises (general business register) under n° 0407.693.572. Any questions or requests concerning the processing of your personal data can be sent to the following email address: [dataprivacy@febiac.be](mailto:dataprivacy@febiac.be).

FEBIAC, the manager of this website, uses cookies on <https://www.febiac.be/public/home.aspx>, <https://www.AskOto.be> and <http://www.febiac-academy.be/>.

FEBIAC has appointed a data protection officer in the person of Jean-Philippe Letellier. He shall be responsible, in complete independence, for the internal application of the rules of protection and management of your data and collaboration with the supervisory authorities. Here are his contact details:

Mr Jean-Philippe Letellier  
c/o j2p sprl  
104 Wezembeeklaan  
1950 Kraainem  
Belgium

## 2. What is a cookie?

Cookies are text files containing certain information that are downloaded to your device when you visit a website. They are then sent back to the original website on each subsequent visit, or when you visit a site that recognizes them. They are useful because they enable a website to recognize a user's device and often facilitate the user experience of online services.

There are basically two types of cookies: what are known as "essential" and "functional" cookies, on the one hand, and "non-functional" cookies, on the other.

These two types of cookies have different characteristics that can be distinguished and classified according to their validity period and the origin of their placement.

- Cookies according to their term of validity on the user's computer

**Persistent or permanent cookies** remain after the session is closed. They are kept on the user's hard drive until they expire (if they are designed with an expiration date) or until the user deletes them. Persistent cookies are used to collect identifying information about the user, such as their surfing behaviour or preferences for a specific website.

**Session cookies** only last for the duration of the visit to a website (session). They are deleted when the user closes the browser.

- Cookies by placement

**First party** or "direct cookies" belong to the website you choose to visit. This means that the website visited has complete control over the information collected via these cookies. No data is therefore sent to third parties. The website can therefore guarantee that this information will not be used for other purposes.

**Third party** cookies are linked to the activity of third party partners. They are imported from a website whose content can be accessed indirectly (e.g. via an image or a banner).

Most browsers support cookies (Internet Explorer, Mozilla Firefox, Netscape, Safari, etc.). In any event, users can set their browser to disable cookies or they can delete them.

## 3. What cookies do we use and for what purposes?

Cookies perform a variety of functions, such as enabling you to navigate efficiently between pages, remembering your preferences (e.g. language) and improving the user experience in general. They can also help ensure that the advertisements you see on a website are more relevant to you, in line with your interests.

When you visit our website, we generally use both essential and non-essential cookies, which serve a number of functions: we use analytical cookies, functional cookies and targeted advertising cookies.

In [the cookie setting tool](#) on the website, you can find a complete list of cookies (categorized by name, origin: own or third-party cookie, purpose/operation of the cookie, expiration date: permanent or session cookie, content).

A distinction between essential and non-essential cookies is drawn below.

### 3.1. Essential cookies

These cookies are - for technical reasons - essential for a normal visit to our website. They enable you to browse through -- and to use the main features of -- our website (e.g. allocation of the processing of requests from the same user to a server, etc.).

The full list of cookies can be found in the [cookie information banner](#) available on our website.

### 3.2. Non-essential cookies

#### 1) Functional cookies

These cookies are indispensable for sending a communication electronically or for providing a service that you have expressly requested (e.g. cookies to keep track of the information entered when you complete a form, authentication cookies for the duration of the session, persistent personalization cookies: such as language preference or preferences for displaying results or your choice concerning cookies, etc.).

Your consent is not required for placing and/or reading these functional cookies. However, they are placed only after a choice has been made regarding the placement of cookies.

#### 2) Analytical cookies

These cookies collect information about how you use our website (e.g. which pages are visited most frequently, how long you spend on our website, etc.), in order to improve its features (e.g. to fix error messages on certain pages of our website) and to enable us to understand which pages and sections are the most successful.

These cookies cannot be used without your prior consent and a prior request to that effect is consequently made when you first visit our website.

The full list of cookies can be found in the [cookie information banner](#) available on our website.

### 3) Targeted advertising cookies

We and our advertisers may use cookies to provide advertisements that we think are relevant to you, based on your interests. You may see these advertisements on other websites you visit.

These cookies cannot be used without your prior consent.

The full list of cookies can be found in the [cookie information banner](#) available on our website.

## 4. What third party cookies do we use?

We also use or allow third parties to use cookies that fall under the categories described above (e.g. third party analytics cookies to help us assess traffic to our website, third party cookies to help us with market research, improve website functionality etc.). FEBIAC is not responsible for the content of these statements or for the content of such third party cookies.

These cookies cannot be used without your prior consent and a prior request to that effect is consequently made when you first visit our website.

All of these third parties are listed here so that you can consult their statements and manage your consents.

| Purpose                     | Placed by  |
|-----------------------------|--|
| <b>Essential</b>            | Cookie Consent<br><br>Privacy Policy:<br><a href="https://www.cookiebot.com/fr/privacy-policy/">https://www.cookiebot.com/fr/privacy-policy/</a><br><br>To withdraw your consent:<br><a href="https://www.cookiebot.com/fr/cookie-declaration/">https://www.cookiebot.com/fr/cookie-declaration/</a>                         |
| <b>Audience ratings</b>     | Google Analytics<br><br>Privacy Policy:<br><a href="https://support.google.com/nalytics/answer/6004245?hl=en">https://support.google.com/nalytics/answer/6004245 ?hl=en</a><br><br>To withdraw your consent:<br><a href="https://tools.google.com/dlpage/gaoptout?hl=fr">https://tools.google.com/dlpage/gaoptout ?hl=fr</a> |
| <b>Video hosting</b>        | Name of third party to be indicated<br><br>Privacy Policy: URL/link to third party's Policy<br><br>To withdraw your consent: link to third party's page where an opt-out is provided for consent   |
| <b>Content sharing</b>      | Name of third party to be indicated<br><br>Privacy Policy: URL/link to third party's Policy<br><br>To withdraw your consent: link to third party's page where an opt-out is provided for consent   |
| <b>Targeted advertising</b> | We do not use cookies of this type.  |

## 5. How to set the placement of cookies?

If you wish to allow, refuse or delete cookies on your computer, simply disable the cookies in the category concerned via the [cookie information banner](#) on our website. Refusing a cookie or categories of cookies will not delete the cookies from your browser, however.

If you want to know which cookies are installed on your device or to delete them, you can use a setting in your browser.

To do this, follow the instructions provided by your browser (these may vary from one browser to another). Generally, to delete cookies, you will need to select the "Settings", "Tools" or "Options" menu in your browser and then go to the Privacy or History section. In most browsers, the user will be able to select this menu using the keyboard shortcut Ctrl+Shift+Del or Command+Shift+Del on a Mac.

You can find more explanations on how to proceed for the most commonly used browsers in Belgium via the links below:

|                                  |                                 |                                 |                                   |
|----------------------------------|---------------------------------|---------------------------------|-----------------------------------|
| <a href="#">Firefox</a>          | <a href="#">Chrome</a>          | <a href="#">Safari</a>          | <a href="#">Internet Explorer</a> |
| <a href="#">Firefox (mobile)</a> | <a href="#">Chrome (mobile)</a> | <a href="#">Safari (mobile)</a> | <a href="#">Microsoft Edge</a>    |

If you opt to disable cookies, please bear in mind that you will not be able to take full advantage of some of the features of our websites and the FEBIAC user experience.

You can also manage consents by contacting the third parties directly as explained in point 4 above.

## 6. What rights do you have and how can you exercise them?

We wish to inform you as clearly as possible of the rights you have over your personal data. We also wish to make it easy for you to exercise these rights.

You will find a summary of your rights and a description of how to exercise them in our [Privacy Policy](#).