

#### 1. Introduction

In this privacy statement we describe how we process Personal Data when you visit the website OFFICEKGDVS and/or the bookshop OFFICE WITHOUT OFFICE. We only collect Personal Data that is solely necessary to inform you about our products and services (newsletter), to execute agreements or contact you (applications, complaints or requests), to comply with a legal obligation (bookshop), and to improve the quality of our products and services.

#### 2. Categories of Personal Data

We may ask you to share certain Personal Data with us, including but not limited to your first name, last name, and e-mail address (identification data). For certain specific obligations, you may be required to provide us with additional sensitive data, such as billing or payment data. We use Snipcart to facilitate the bookshop and we use Mailchimp as our email marketing provider.

#### 3. Collecting and storing Personal Data

Providing your personal data is at your own discretion and at your own risk. We will process the Personal Data based on your consent. Every time you submit Personal Data, we shall handle this information in accordance with this Privacy Statement and any legal obligations applicable to the processing of Personal Data. We establish appropriate measures and procedures to secure and protect the Personal Data we collect. In this way, we aim to prevent illegal processing, unintentional loss, or liquidation of your Personal Data. We are committed to protecting your data and keeping it safe. We will retain your data only for as long as necessary. If you subscribe to our newsletter, we will use your email address to send updates related to both the bookshop and the architectural practice, of which you can opt out at any time.

#### 4. Third parties

We are not permitted to share your personal data with third parties, except those necessary (such as couriers and payment processors) to complete your order in the bookshop. We do not sell, trade, or rent users' personal information to others. The Website or Bookshop may contain links to websites of third parties which are not controlled by us (such as Instagram). We are not responsible for the protection and confidentiality of data, including Personal Data, which you submit on other websites after you have left the website or bookshop.

#### 5. Server-side Analytics Tools

Our website and bookshop uses a server-side analytics tool provided by our hosting provider, Infomaniak. This tool allows us to analyse website traffic in an anonymous and aggregated manner (e.g. pages viewed, types of devices used). This data is collected without the use of cookies and is used solely for audience measurement and service improvement purposes.

#### 6. Updates

We may update this privacy statement from time to time, we encourage you to review this privacy statement regularly and carefully before using our website or services.

#### 7. Contact information

For any questions, or if you want to access and edit your personal Data or withdraw consent, please contact [mail@officekgdvs.com](mailto:mail@officekgdvs.com). If you would like to file a complaint on our processing of Personal Data, please contact the Data Protection Authority ("Gegevensbeschermingsautoriteit") by sending an email to: [contact@apd-gba.be](mailto:contact@apd-gba.be).

[www.officekgdvs.com](http://www.officekgdvs.com)  
[mail@officekgdvs.com](mailto:mail@officekgdvs.com)  
+32 2 503 05 71

26 Rue de la Loi  
B-1040 Brussels  
Belgium