



## Policy on data protection (GDPR)

The purpose of this document is to set out Nyash 's data protection policy as defined in European's Regulation No 2016/679/EU of 27 April 2016 on the protections of individuals with regard to the processing of personal data and the free movement of such data.

### **Article 1—responsible**

Is designated as data manager Caroline Corénlis as delegate for day-to-day management.

### **Article 2—private individual**

The company keep private's information of individual for communication and professional purpose.

These data are composed of:

Data	email, name and surname
Purpose	Communication, newsletter
Destination	Communication delegate and company's director
Storage life	Undefined
Transfer to a third country	None

The company undertakes to keep this data only for communication purposes via a monthly newsletter or for professional reasons only. These data are in no way used for private or abusive purposes.

### **Article 3—employee**

With regard to employees, the company requests to complete a safety data sheet in order to have the necessary information for the remuneration and administrative relations that the company should carry out with regard to its employees.

These data are composed of:

Data	Name, surname, gender, adress, profession, nationality, place/date of birth et other informations required for employee engagement
Purpose	These data are processed only by the company during salary needs, via the associated social

	secretariat Securex for tax reasons, by Adlib, associated distribution office, for logistical reasons.
Juridic's basic	European rule GDPR (general data protection regulation)
Destination	The company, Ad Lib and the associated social secretariat.
Storage life	Undefined
Transfer to a third country	There will be no transfer to a third country except for logistical and contact reasons (shows tours). In this case, only the necessary information will be transmitted: last name, first name, telephone number and/or email address.

The Securex Social Secretariat is designated a third party to handle employee data and the ASBL Adlib, which has certain information (i.e., telephone number, address and email address) for professional reasons of distribution and organization of tours, performances, etc.

The company can use information for making reservations on behalf of the employees, for example for train tickets or accommodation during tours. In this case, the company is not responsible for any abuses that the third party may make.

#### **Article 4—Sharing of Data**

The data collected are kept by the company and share with the administrative members of the company only. This includes: Caroline Cornélis, Nathalie Delchambre, Corentin Stevens.

#### **Article 5—Condition of release**

The company undertakes not to disseminate this information to third parties who have not been previously endorsed and added to this Agreement.

However, the company retains the right to share certain information (telephone number or email address) for strictly professional reasons, that is, during performances or tours and only with the producer organization.

In the event that permanent third parties are added, the company must update its policy and notify all persons of the update of its policy.

No exchanges with foreign countries will be carried out, except during international tours and only with the producer organization.

The company is not responsible in case of abuse that third party may make.

#### **Article 6—Refusal**

In the event of an objection or refusal, the individual is asked to send an email to [communication.nyash@gmail.be](mailto:communication.nyash@gmail.be) stating precisely his opposition to the policy put in place and asking the company to delete the stored data.