

## **In Ritu Privacy Policy (01.04.2016)**

In Ritu, represented by Ines Jottier, helps shape and perform personalized rituals around important events for an individual or group, such as loss of a dear friend or family member, birth, marriage, etc. This includes working with other professionals and organizations such as funeral undertakers and wedding planners.

This privacy policy will explain how In Ritu uses the personal data collected from you when you use our website, services, or web form.

Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- Marketing
- What are your data protection rights?
- What are cookies?
- How do we use cookies?
- What types of cookies do we use?
- How to manage your cookies
- Privacy policies of other websites
- Changes to our privacy policy
- How to contact us
- How to contact the appropriate authorities

### **What data do we collect?**

In Ritu collects the following data:

- Personal identification information (Name, email address, phone number, address)
- Your newsletter subscription preferences
- Any other information you send to us

### **How do we collect your data?**

You directly provide In Ritu with most of the data we collect. We collect data and process data when you:

- Use our services through organizations such as wedding planners and funeral undertakers.

- Subscribe to our newsletter or mailing lists.
- Fill out the contact form on our website.
- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.
- Use or view our website via your browser's cookies.

## **How will we use your data?**

In Ritu collects your data so that we can:

- Process your message or request.
- Contact you to deliver requested services.
- Send you our newsletter.
- Email you with special offers on other products and services we think you might like.

In Ritu does not share your data with anyone else without your explicit prior consent.

## **How do we store your data?**

In Ritu securely stores your data at our home office, using official and up to date present standard devices that are encrypted password protected. All mobile devices are encrypted as well.

In Ritu will keep your data for an undefined period. You can request us via e-mail to delete your personal data by writing such request to the e-mail address provided on our website.

## **Marketing**

In Ritu would like to send you newsletters and other information about products and services of ours that we think you might like.

If you have agreed to receive marketing, you may always opt out at a later date.

You have the right at any time to stop In Ritu from contacting you for marketing purposes.

If you no longer wish to be contacted for marketing or other purposes, please send such request to [info@inritu.be](mailto:info@inritu.be), or use the form on the website.

## **What are your data protection rights?**

In Ritu would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

**The right to access** – You have the right to request In Ritu for copies of your personal data. We may charge you a small fee for this service.

**The right to rectification** – You have the right to request that In Ritu correct any information you believe is inaccurate. You also have the right to request In Ritu to complete the information you believe is incomplete.

**The right to erasure** – You have the right to request that In Ritu erase your personal data, under certain conditions.

**The right to restrict processing** – You have the right to request that In Ritu restrict the processing of your personal data, under certain conditions.

**The right to object to processing** – You have the right to object to In Ritu's processing of your personal data, under certain conditions.

**The right to data portability** – You have the right to request that In Ritu transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: [info@inritu.be](mailto:info@inritu.be)

## **Cookies**

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our websites, our web hosting service One.com may collect information from you automatically through cookies or similar technology

For further information, visit <http://www.one.com>

### **How do we use cookies?**

In Ritu does not use cookies. Our web hosting service may use cookies.

For further information, visit <http://www.one.com>

### **What types of cookies do we use?**

For further information, visit <http://www.one.com>

### **How to manage cookies**

You can set your browser not to accept cookies. However, in a few cases, some of our website features may not function as a result.

### **Privacy policies of other websites**

The In Ritu website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

## **Changes to our privacy policy**

In Ritu keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on April 1, 2016.

## **How to contact us**

If you have any questions about In Ritu's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: [info@inritu.be](mailto:info@inritu.be)

## **How to contact the appropriate authority**

Should you wish to report a complaint or if you feel that In Ritu has not addressed your concern in a satisfactory manner, you may contact the Privacy Commission. Please refer to <https://www.privacycommission.be>