

Privacy notice

Visitors to our buildings

1. What personal data do we process?

2.1 Visitor register

Iris keeps a visitor register with visitors, suppliers, customers, etc. who visit our buildings. For this register we collect and store personal data such as name, company, position and e-mail address.

The information we collect about you is stored, used and protected by us in accordance with applicable data protection laws.

2.2 Camera surveillance

Iris has installed surveillance cameras in a number of places in its buildings with the aim of guaranteeing the safety of its customers, visitors and employees, preventing or detecting crimes against persons or property and/or preventing nuisance.

The cameras are intended to give a general overview of a particular place. The purpose is not to identify individuals unless a security incident has occurred.

The cameras are installed at the entrance of buildings, in car parks and inside Iris buildings and are placed in such a way that only people entering the building or car parks are filmed. No audio (sound or voices) is recorded.

The processing of personal data via camera surveillance is done in accordance with the Belgian Camera Act of March 21, 2007 on the regulation, placement and use of surveillance cameras and all other applicable legislation related to privacy and data protection.

The use of cameras is clearly indicated by the legally required pictograms with the contact information of Iris.

2. Why do we process your personal data?

The purpose of the processing of your personal data is the protection and security of our buildings and people who work in the building.

When registering at the reception in the building, a visitor's badge will be issued, which must be worn visibly and which – depending on your profile – grants authorized access to our areas.

When you return the visitor pass, you will be checked out again. Your data will still be temporarily stored in our visitor register.

3. Legal bases

The processing of the personal data mentioned in this statement is based on our legitimate interest to protect our buildings and the people who work there.

4. How long do we keep your data?

The information we hold about you will be held in a manner consistent with applicable data protection laws. Under no circumstances will your data be kept longer than is necessary to achieve the purposes stated in this privacy statement.

Camera footage is kept for a maximum of 1 month, unless the images must be used as evidence in the context of an investigation or for the establishment, exercise or substantiation of a legal claim.

Access to the visitor's register and the images is very limited to only authorized persons at Iris and is strongly secured with a password. Images can only be passed on through the police services.

5. What happens if you do not provide us with the requested information or if you ask us to stop processing your data?

In order to be able to provide you with access to our buildings, as well as to comply with the legal obligations applicable to us, it is necessary to process certain personal data.

As a result, your failure to provide us with certain personal data may result in us denying you access to our premises.