Privacy Policy

Elite International Lifestyle & Business Management

1. Introduction

Elite International Lifestyle & Business Management highly values the protection of your personal data and processes it in a transparent, secure, and compliant manner in accordance with the **General Data Protection Regulation (GDPR) and Belgian privacy laws**.

This privacy policy explains how we collect, use, and protect personal data in the context of our services.

2. Who are we?

Elite International Lifestyle & Business Management provides high-end, discreet, and efficient support services in lifestyle and business management. This includes inbox and calendar management, financial administration, document handling, luxury concierge services, and property coordination.

For any questions regarding this privacy policy, you can contact us via:

Email: elite@elite-adminconsulting.be

Phone: +32 490 21 28 56

3. What data do we collect?

Depending on the services provided, we may collect and process the following personal data:

- · Identification data (name, address, phone number, email address)
- Financial data (bank details, invoices, accounting records)
- · Communication data (emails, messages, and correspondence)
- · Administrative and legal data (contracts, invoices, official documents)
- Lifestyle and travel preferences (if relevant for concierge services)

4. How and why do we use your data?

We process your personal data strictly for the following purposes:

- ✓ **Service delivery:** To correctly execute our administrative, financial, and lifestyle management services.
- ✓ **Communication:** To inform you about our services, appointments, and relevant updates.
- ✓ Billing and contract management: For issuing quotes, invoices, and contracts.
- ✓ **Security and confidentiality:** To protect confidential documents and sensitive information.
- ✓ **Legal obligations:** To comply with accounting, tax, and legal requirements.

We process your data based on:

- · Your consent (e.g., for marketing communication).
- The performance of a contract (when you are a client).
- Our legal obligations (e.g., accounting and taxation).
- Our legitimate interest (e.g., to improve our services).

5. How do we protect your data?

We implement appropriate technical and organizational measures to protect your personal data from loss, misuse, or unauthorized access. These include:

- Encryption of sensitive data
- Secure storage and access control
- **©** Confidentiality agreements with employees and partners

6. How long do we retain your data?

We do not store your personal data longer than necessary for the purposes for which it was collected, considering legal retention periods. For example:

- Billing and accounting records: **minimum 7 years** (as required by Belgian tax law).
- · Contracts and business agreements: **up to 10 years after contract termination**.
- · General communication and correspondence: **up to 2 years after the last contact**.

7. Who do we share your data with?

We do **not** share your personal data with third parties unless it is necessary for the execution of our services or legally required. In some cases, we may collaborate with:

- External service providers (such as accountants, legal advisors, IT administrators).
- · Government authorities (if legally required).

All external parties we work with are required to handle your data confidentially and comply with GDPR regulations.

8. Your rights under GDPR

Under GDPR, you have the following rights regarding your personal data:

- **Right of access** You can request information on the data we process about you.
- **Right to rectification** If data is incorrect or incomplete, you can request corrections.
- **Right to erasure** You may request the deletion of your data unless we are legally required to keep it.

- **Right to restriction of processing** In certain cases, you can request to limit data processing.
- **Right to data portability** You have the right to receive your data in a structured format.
- **Right to object** You can object to the processing of your data based on legitimate interest.
- Right to file a complaint If you believe we are unlawfully processing your data, you can file a complaint with the Belgian Data Protection Authority (GBA Gegevensbeschermingsautoriteit):

P Belgian Data Protection Authority

Drukpersstraat 35, 1000 Brussels

Email: contact@apd-gba.be

Phone: +32 (0)2 274 48 00

Website: www.gegevensbeschermingsautoriteit.be

9. How to contact us?

For any questions regarding this privacy policy or to exercise your rights, you can contact us via:

Email: elite@elite-adminconsulting.be

Phone: +32 490 21 28 56

Last updated: 1 March 2025

This privacy policy may be updated from time to time. We recommend checking this page regularly for any changes.