

**1. Purpose of the website and legal notices :**

BUSINESS ASSISTANCE is a legal office and consultancy agency specialized in Organization & Management.

Any requests for information or service via [www.business-assistance.be](http://www.business-assistance.be) implies the full and entire acceptance of the general terms and conditions of sale (contractual principles) and the payment of the sums due for the accepted service offerings.

The general terms and conditions of sale or use may be updated at any time, without notice. It is therefore advisable for the User to visit regularly the website. The updates are applicable as soon as published online.

If a provision in the present terms of use was to be declared inapplicable or invalid for any reason, this inapplicability or invalidity shall not affect the application or validity of the other provisions of the terms of use.

**2. Usage of the website :**

[www.business-assistance.be](http://www.business-assistance.be) is freely available to the User for its personal use, subject to the conditions indicated below. The usage of the website implies the full and entire acceptance of all terms of use.

[www.business-assistance.be](http://www.business-assistance.be) may not be used to make speculative, false or fraudulent requests.

The User shall be at least 18 years of age, have the legal capacity to contract and use this website in accordance with the terms of use.

**3. Copyrights – intellectual property :**

BUSINESS ASSISTANCE is the owner of the intellectual property rights of all elements (photographs, logos, drawings, graphs, texts, videos etc.) on the website [www.business-assistance.be](http://www.business-assistance.be).

It is therefore prohibited to reproduce, modify, transfer or use all or part of the website without the express and written permission of BUSINESS ASSISTANCE.

**4. Downloading :**

Any downloading of data from the website [www.business-assistance.be](http://www.business-assistance.be) is solely at the own risk of the User.

The User acknowledges that the use of the online services, computer systems is not without any risk. In such a way, BUSINESS ASSISTANCE may not be held responsible for the damages caused by viruses or computer worms following the downloading of data from its website.

**5. Processing of personal data :**

Certain personal data relating to the User of the website [www.business-assistance.be](http://www.business-assistance.be) may be collected namely when the User fills in the contact form.

In this context, the entity responsible for processing the information is BUSINESS ASSISTANCE SPRL whose head office is situated at Avenue Ecolys, 2 in 5020 Namur (Suarlée).

The purpose of processing personal data covers the management of the visitors, the management of the contact requests made through the contact form and the e-mailing of newsletters.

The consent of the User is required and needs to be expressly asked by BUSINESS ASSISTANCE if it wishes to use the personal data of the User for direct marketing purposes.

At any time and without any particular reason, the User may object to the processing of its personal data for direct marketing purposes.

In any case, the User has the right to access and rectify its personal data, or the right to delete data if it has good reason to do so, as prescribed by the Act of 8 December 1992 on the protection of privacy in relation to the processing of personal data.

In order to invoke the right to access, rectify or delete data, it is possible to contact BUSINESS ASSISTANCE for free at the following e-mail address : [info@business-assistance.be](mailto:info@business-assistance.be) or by mail at the address of the head office of the company.

#### **6. Data security :**

BUSINESS ASSISTANCE makes use of multiple security systems in order to protect the personal data of the User. BUSINESS ASSISTANCE cannot guarantee that unauthorized third parties may access to the website in order to use data illegally.

#### **7. Hypertext links leading to other websites :**

The website [www.business-assistance.be](http://www.business-assistance.be) may contain hypertext links leading to other websites. The mere fact that these links are present on the website [www.business-assistance.be](http://www.business-assistance.be) does not in any way mean that BUSINESS ASSISTANCE agrees with the ideas or opinions behind these websites, nor does it mean that a partnership or associative ties exist.

BUSINESS ASSISTANCE cannot be held responsible for the content displayed by any website referenced by hypertext links.

#### **8. Rights of BUSINESS ASSISTANCE :**

BUSINESS ASSISTANCE reserves the right at any given time and without prior notice :

a) to modify the advertisements, offers, online information,

b) to modify certain services,

c) to restrict access to its website in case of technical problems or when BUSINESS ASSISTANCE notices an abusive or inappropriate usage of the website.

#### **9. Liability of the User :**

The User of the website [www.business-assistance.be](http://www.business-assistance.be) agrees :

- a) not to use this website for illegal or detrimental purposes,
- b) not to interfere with the access to the website, nor to disturb or modify the website, nor to render it less operative or to cause prejudice to the website, BUSINESS ASSISTANCE or third parties,
- c) not to make use of the website in order to transmit or distribute computer viruses or prejudicial or illegal information,
- d) not to jeopardize the intellectual property rights on the website,
- e) not to send or transfer any unsolicited message.

**10. Cookies and web beacons :**

« Cookies » and « web beacons » may be sent to the computer of the User.

The « cookies » are computer files, saved on the hard drive of the User of a website, upon request of the server managing the visited website, which ensure an adequate technical functioning of the website as well as smoother and faster web browsing.

The « web beacons » are small electronic graphic images which allow the website to track the number of visitors who have accessed a specific page. The data collected by the web beacons are the IP address, the name of the host computer, and the name of the version of the operating system and web browser used.

BUSINESS ASSISTANCE uses cookies and/or web beacons in order to facilitate the browsing on the website.

Any User of the website [www.business-assistance.be](http://www.business-assistance.be) may delete or disable the « cookies » and « web beacons » from its hard drive and/or configure its browser software in order to prevent their reception. Blocking cookies and/or web beacons may however hinder browsing on the website.

**11. Applicable law :**

The present terms of use are subject to Belgian law. Any dispute relating to their interpretation and/or performance shall be subject to the jurisdiction of the courts of the judicial district in which the head office of BUSINESS ASSISTANCE is established.

**12. Contact :**

You may contact us with regards to the current terms of use via the following email address : [info@business-assistance.be](mailto:info@business-assistance.be).

**13. Editor of the website :**

The editor of the website [www.business-assistance.be](http://www.business-assistance.be) is BUSINESS ASSISTANCE SPRL, whose head office is situated at Avenue Ecolys, 2 in 5020 Namur (Suarlée), registered with the Crossroads Bank for Enterprises under reference 0884.703.742.

**14. Hosting :**

The hosting company of the website [www.business-assistance.be](http://www.business-assistance.be) is : OVH SAS (<https://www.ovh.com/fr/>).