

## **1. Background**

### **1.1. Importance of this statement**

You are advised to read this statement carefully, as it concerns your rights as the data subject. If you do not agree with how we collect and process your personal information, we suggest that you follow the process set out under point 10, "Exercising your rights. "

### **1.2. Data protection rights**

The purpose of this data privacy statement is to advise you as to how your personal information will be processed when traffic fines are paid electronically.

All personal information collected on this website is processed with due care and in accordance with EU Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal information and on the free movement of such data (hereafter the "General Data Protection Regulation", or "GDPR"), and the law of 30 July 2018 on the protection of natural persons with regard to the processing of personal information (hereafter "the law of 30 July 2018").

### **1.3. What do we mean by "processing personal information"?**

Data processing refers to any operation or set of operations performed upon personal information. These operations are varied, and include the collection, storage, use, modification and disclosure of data.

Personal information means any information relating to an identified or identifiable individual (hereafter "the data subject"). On this website, it means any data required to:

- identify the offender;
- assign a reference number to the offence in the form of a report number;
- allow payment of a traffic fine.

The types of information are described under point 4 below.

## **2. Purpose and legal basis for processing**

The personal information we collect when traffic fines are paid electronically may only be used within the context of this specific task.

The data controller (see point 3 below) will ensure that the personal information collected is adequate, relevant and not excessive.

The legal basis for this electronic processing is found in:

- the Royal Decree of 14 March 2006 implementing article 44/11/11 of the law of 5 August 1992 on the role of the police within the framework of the transmission of data to BPOST for the administrative processing of on-the-spot fines;

- the Royal Decree of 19 April 2014 on the levying and lodging of a sum of money upon the finding of certain road traffic offences and as regards payments made online by debit or credit card;
- the ministerial decree of 1 July 2017 implementing the Royal Decree of 19 April 2014 on the levying and lodging of a sum of money upon the finding of certain road traffic offences and as regards payments made online by debit or credit card online.

### **3. The Data Controller and the Data Protection Officer**

The Data Controller determines the purpose and the methods of processing personal information. For this website, the Data Controller is:

- The Minister for Justice  
Boulevard de Waterloo 115  
1000 Brussels  
[info.kabinet@just.fgov.be](mailto:info.kabinet@just.fgov.be)  
02 542 80 11

In addition, the Data Protection Officer can be contacted with any questions relating to the processing of your data and the exercising of your rights under the General Data Protection Regulation and the law of 30 July 2018.

- **SPF Justice – Data Protection Officer**  
Boulevard de Waterloo 115  
1000 Brussels  
[dpo-fodspfjust@just.fgov.be](mailto:dpo-fodspfjust@just.fgov.be)

### **4. Personal information processed**

For this website, the following categories of personal information are processed:

- the offender's personal identification information
- report number
- licence plate
- place, date and time of the offence
- relevant financial information to ensure accurate and timely payment of the fine.

We also collect and process data anonymously using cookies – see point 5 below.

### **5. Use of cookies**

The [www.amendesroutieres.be](http://www.amendesroutieres.be) website uses cookies. A cookie is a small text file that is placed on your device when you visit a site to record specific information about your session while you are connected. This information is used purely to facilitate use of the [www.amendesroutieres.be](http://www.amendesroutieres.be) website.

This website uses the following cookies:

► Cookies required for the proper functioning of the website

These cookies allow you to select a language; the has\_js cookie can identify whether or not your browser supports JavaScript [session status], etc.

Please be aware that you are unable to decline these cookies if you wish to visit our website.

► ►Analytical cookies to record website statistics

These data are processed solely in order to assess the volume of visitors to the various sections and to improve the content.

These are \_ga, \_gid and \_gat cookies, which are all used by Google Analytics.

## **6. Retention period**

Personal information collected through this website will only be retained for the length of time required to satisfy the processing objectives. Data will be deleted when no longer required for processing, and in any case within six months of the date of the offence, with the exception of financial data, which will be retained in accordance with the law of 18 September 2017 on the prevention of money laundering and financing of terrorism and on the limitation of the use of cash.

## **7. Recipients of your personal information**

When paying your traffic fine, your personal information will only be shared with recipients who are legally authorised to access such information, insofar as this is necessary to record and process the payment in an accurate and timely manner.

## **8. Security and confidentiality**

The website ensures the security (integrity and confidentiality) of your personal information, which includes protecting data against unauthorised access, misuse, loss and modification.

To this end, we employ security techniques and procedures which we will not describe in detail here, for security reasons.

We take appropriate physical, technological and organisational measures to ensure a level of security in line with the risks.

You can also take steps to safeguard your data by bearing in mind that certain channels are less secure than others when it comes to data transmission. You can help to prevent or limit misuse by:

- installing antivirus software and keeping it updated
- never leaving your device unattended;
- logging off temporarily if you are no longer using an application;
- never revealing your passwords and creating "strong" passwords;
- being alert to any unusual occurrences, such as an unknown website address, suspicious requests (e.g. an email soliciting customer information);
- etc.

Further information can be found at <https://www.safeonweb.be/fr>.

## **9. Your rights as the data subject**

You have certain rights regarding the personal information about you which we use. These include, for example, the right to transparency regarding the processing of your personal information, the right to access your personal information, the right to add to your personal information and the right to lodge a complaint regarding the processing of your personal information.

You should bear in mind that your rights pursuant to the aforementioned European and national legislation may be subject to certain restrictions. For example, the right to data portability does not apply to personal information processed in relation to this website.

## **10. Exercising your rights**

If you notice that your personal information contains errors or is incomplete, or if you wish to exercise your rights, you can email or write to the Data Protection Officer.

Please attach a scan or copy of an ID document bearing your signature to your email or letter.

We will process your request within 30 days. If your request is complex in nature, or during particularly busy periods, this deadline may be extended to 60 days.

## **11. Complaints**

If you believe that your personal information has not been processed in accordance with the applicable regulations, you have the right to lodge a complaint with the Data Protection Authority:

### **Data Protection Authority**

Rue de la Presse 35

1000 Brussels

[contact@apd-gba.be](mailto:contact@apd-gba.be)

<https://www.autoriteprotectiondonnees.be>

## **12. More information**

Further information regarding data protection can be found on [the Data Protection Authority website](#).