

BELYSSE™

PRIVACY POLICY FOR RECRUITMENT AND SELECTION

itc

modulyss®

arc edition

BENTLEY

Your privacy is important to us. This is the Privacy Policy for Recruitment & Selection (hereinafter the "Policy") of Belysse Group NV and all of its subsidiaries and affiliates, including but not limited to Belysse NV, Modulys NV and ITC Co BV (hereinafter "BELYSSE", "we", "us", "our"). Belysse Group NV is a public limited liability company incorporated under Belgian law, with registered office at Franklin Rooseveltlaan 172-174, 8790 Waregem, Belgium.

BELYSSE strongly believes in protecting the privacy of the personal data provided to us. We also believe it is important to inform all applicants about how we will use their personal data.

This Policy describes how BELYSSE handles and protects your personal data in connection with BELYSSE's recruitment & selection process.

This Policy can be modified, e.g. as a result of new functionalities on the website that require the processing of personal data. We thus advise you to check this Policy regularly on our Jobsite <https://www.belysse.com/en/careers>. Any major changes will be announced via our homepage.

This policy should be read together with BELYSSE's cookie policy <https://www.belysse.com/en/cookie-policy>

1. WHEN DOES THIS POLICY APPLY?

This Policy applies to the processing of personal data of job applicants whether they apply via the website or via another channel (e.g. by mail, at a job fair ...). It does not apply to our employees, consultants or contractors.

2. WHO IS RESPONSIBLE FOR THE PROCESSING OF YOUR PERSONAL DATA?

BELYSSE is the party responsible for the processing of your personal data. This means that BELYSSE determines for what purposes and with what means your personal data will be processed.

BELYSSE has a Data Protection Coordinator to which any questions regarding the processing of your personal data can be sent. Its contact details can be found under article 9 of this Policy.

3. WHICH PERSONAL DATA DO WE PROCESS ABOUT YOU?

We collect your personal data in two ways:

i) Information provided by you

We process personal data directly from you when you apply for a job with us whether via the BELYSSE Jobsite <https://www.belysse.com/en/careers> or otherwise. In this case, we usually receive information such as your first name, last name, e-mail address, telephone number, title, address details (street, number, postcode, city, country), date and place of birth, work and educational history, achievements and test results.

ii) Information obtained from third parties

We may also receive personal data about you from third parties, such as your references, prior employers, assessment centres, hiring or recruitment agencies, LinkedIn, BELYSSE employees present during your interview, etc.

4. FOR WHAT PURPOSES DO WE PROCESS YOUR PERSONAL DATA AND WHAT IS THE LEGAL BASIS FOR PROCESSING.

BELYSSE will process your personal data for recruitment & selection purposes only as explained below.

The processing of your personal data for recruitment & selection purposes is based either on

- your consent, e.g. if you sign up for BELYSSE Job Alerts
- your request to take steps prior to entering into a contract, e.g. if you send us your application or if you register on our jobsite
- BELYSSE's legitimate human resources reasons including:
 - identifying, screening and evaluating applicants for potential employment;
 - recordkeeping in relation to recruiting and hiring;
 - ensuring compliance with legal requirements, including without being limited to security requirements to be met as known consignor and diversity and inclusion requirements and practices;
 - conducting criminal history checks if permitted by applicable law;
 - protecting our legal rights to the extent authorized or permitted by law; and
 - in emergency situations where the health or safety of one or more individuals may be endangered

We may desire to retain your personal data to consider you for possible other employment opportunities. These personal data will be retained for three years. If you do not want us to retain your personal data for other employment opportunities, please contact our recruitment officer or our Data Protection Coordinator (dataprotection@belysse.com).

5. WHO HAS ACCESS TO YOUR PERSONAL DATA?

Access to your personal data is limited to BELYSSE employees and service providers who are involved in the recruitment & selection process.

BELYSSE is selective in the parties to whom it discloses your personal data and chooses them carefully. In all cases, we will ensure that sufficient safeguards for the protection and confidentiality of your data are in place.

To operate as a global business, BELYSSE can share your personal data with other companies associated with BELYSSE.

BELYSSE's Jobsite <https://www.belysse.com/en/careers> offers you the opportunity to apply online. You can indicate your preferences for a specific region or country during the online application process. If you choose to apply outside your country of origin, your data will be transferred to the country where the vacancy exists. The transfer of your data is for recruitment & selection purposes only.

We may use third party service providers to supply a recruiting software system. In addition, BELYSSE calls upon third parties such as assessment centres and hiring or recruitment agencies to assist BELYSSE in its recruitment & selection process.

In this respect, BELYSSE is committed to always ensuring an adequate and sufficient level of protection for your personal data. BELYSSE requires these third parties to provide at least a comparable level of protection as BELYSSE provides, to keep your personal data confidential, to only process your personal data for the purposes for which it was disclosed and to only access the minimum amount of data they need to provide a specific service related to the recruitment & selection process.

6. WHAT ABOUT LINKS TO OTHER WEBSITES AND SOCIAL MEDIA?

The website of BELY SSE or e-mails you receive can contain reference (e.g. via hyperlinks) to other websites, which are offered by other companies or by social media. BELY SSE is not responsible for the processing of personal data via these websites. BELY SSE advises you to check the privacy policies of these websites.

If you share content from the BELY SSE website via social media, your personal data will be visible for the visitors of these social media. BELY SSE is not responsible for the processing of personal data via these social media. BELY SSE advises you to check the privacy policies of these websites. This privacy policy applies only to the BELY SSE websites.

7. HOW LONG DO WE KEEP YOUR PERSONAL DATA?

If you accept an offer of employment by us, any relevant personal data collected during your pre-employment period will become part of your personnel records and will be retained in accordance with specific country requirements and our Privacy Policy for Collaborators.

If you signed up for BELY SSE Job Alerts, we will keep you informed about possible other employment opportunities. All our emails contain an “unsubscribe” button. You can also contact our Data Protection Coordinator at any time for more information (see article 9 of the Policy in connection with your right to object).

8. HOW ARE YOUR PERSONAL DATA PROTECTED?

BELY SSE strives to protect your personal data by means of technical and organisational measures, such as firewalls and secure servers that may only be accessed by a limited number of persons holding special access rights and who undertake to respect and maintain its confidential nature.

Despite these measures, due care should be taken when storing and/or sharing your personal data and login, particularly when connecting via unsecure or public networks.

9. WHAT ARE YOUR RIGHTS AND HOW CAN YOU EXERCISE THEM?

You have a number of rights with regard to your personal data, such as the right of access, the right to rectification of inaccurate personal data, the right to erasure or restriction of processing, the right to data portability, the right not to be subject to profiling and the right to object to the processing. Some of these rights have a very specific scope or are subject to special conditions or exceptions. Please contact our Data Protection Coordinator for any questions or requests regarding the processing of your personal data (dataprotection@belysse.com).

If the processing of your data is based on consent, you also have the right to withdraw your consent at any time, without this affecting the legitimacy of the processing done prior to the withdrawal of your consent. You can send an e-mail to dataprotection@belysse.com. BELY SSE cannot process your request without proof of your identity.

You also have the right to lodge a complaint with the supervisory authority of your habitual residence, your place of work or the place of an alleged infringement. The Belgian Data Protection Authority is the supervisory authority for Belgium and can be contacted at contact@apd-gba.be.

If you have any further questions or complaints about the processing of your personal data, or about this Policy, you can always contact us:

- By e-mail to dataprotection@belysse.com
- By mail to:

Belvsse Group NV
Data Protection Coordinator
Franklin Rooseveltlaan 172-174
8790 Waregem
Belgium