

PRIVACY POLICY AGO JOBS & HR

PRIVACY STATEMENT FOR CUSTOMERS/SUPPLIERS

Your privacy is important to us!

We want to process your personal data in a lawful, fair and transparent manner. In this privacy statement we explain which personal data we process about you as a natural person and for what purposes. We also explain which rights you have to guarantee and, where applicable, improve your privacy.

1. Who are we?

The following companies (together AGO Jobs & HR):

- AIB NV
- AGO CONSTRUCT BVBA

both with registered office at 8500 Kortrijk, Wolvenstraat 23,
are each responsible for the processing of your personal data.
Within our organisation, data are only accessible to responsible persons
who need access depending on their duties.

If you have additional questions and/or would like more information, you can always contact us at: privacy@ago.jobs
or via MyAGO or the AGO website (www.ago.jobs).

2. Which personal data do we collect?

a) Data we collect directly from you:

To know who you are	To contact you	To invoice or make payments
- Last name	- Phone number	- Bank account number
- First name	- i.a. fax number	
- Job title / Position	- Email address	

b) Public data and data we collect indirectly:

AGO Jobs & HR sometimes processes public data.
This may include data that are subject to a legal publication obligation, such as the publication of your appointment
as a director of a company, or data that you have made public yourself, such as information on your website, etc.

It may also include data that are public because they are generally known in your region or because they have appeared in
the press. Information from, for example, the Crossroads Bank for Enterprises and Graydon/Companyweb
also falls under this category.

c) What you tell us may be processed:

If you contact us by telephone, our reception may record your first and last name and your telephone number
in order to build a contact overview and to identify who uses our services.

3. Why do we collect your personal data?

Depending on the situation, AGO Jobs & HR needs certain information from you in order to provide specific services. The information requested by AGO Jobs & HR that can identify you is referred to as personal data. Below, you can consult per situation why AGO Jobs & HR requests these personal data and for what purposes your personal data will be used.

Your data are used, as applicable, for the following purposes:

- For contact persons at customers or prospects during a first contact with AGO Jobs & HR:
Your data are necessary to correctly perform the agreement you enter into with us. Because you conclude a contract with us, we must have the necessary personal data in order to provide the services included in the contract.

This mainly concerns sending information in the context of:

- exchanges for the provision of temporary agency workers (including presentation of candidates, communication of employment schedules, communication of temporary workers' performances, contact for all other operational matters)
- offers regarding HR Services (Outplacement, Testing & Assessment, Outsourcing)
- legal advice
- invitations and information for trainings and events

The personal data collected are processed for administrative and accounting purposes. If you do not want your personal data to be processed in this context, it will not be possible to perform the services for which you are contractually bound to us.

- Potential new contacts through handing over a business card:

If you have provided us with a business card in any way, we will include you in our database.

We assume that by handing over the business card you also give your explicit consent to be included in our database.

In addition, we store publicly accessible data we find about you in our database.

We assume we may also retain these personal data, since you have made them publicly accessible.

- For suppliers: The personal data necessary for the performance of the agreement are collected.
This mainly concerns e-mail addresses of contact persons in order to facilitate communication.

- During one of the events organised by AGO Jobs & HR:

Images may be taken of you in which an AGO Jobs & HR event forms the main subject.

By participating in such events, you give your explicit consent to AGO Jobs & HR to take images of you.

The usage rights of these images within the scope of the assignment belong to AGO Jobs & HR.

AGO sometimes creates targeted images of visitors for use in printed or online media.

With targeted images, one or more persons form the main subject. For all targeted images, your consent is always requested in advance, for example by asking you to pose for the image.

Finally, moving images of visitors may be taken during an AGO Jobs & HR event, so that within the scope of our assignments we can form an impression of the popularity, attractiveness and quality of events, and measure objectively how visitors experience the different setups. This method of mapping visitor behaviour is always carried out without any correlation with personal data of any kind.

If you object to the use of this image material, you can contact AGO Jobs & HR via the website or via privacy@ago.jobs. AGO Jobs & HR will then remove the photo or video as soon as possible.

4. Who receives my personal data?

In principle, your personal data are not shared with other parties.

AGO Jobs & HR processes these personal data in accordance with the purposes stated under point 3. Only employees within our organisation who require your personal data to perform their duties will be able to consult them.

When organising events, we may pass on your personal data (such as first and last name) to external parties organising the events, purely for organisational reasons and also in the context of safety.

We work together with a number of third parties who may also have access to your personal data.

These recipients include:

- accountants & consultants in the context of tax support
- ICT service provider

5. How long are my personal data stored?

AGO Jobs & HR distinguishes between three types of retention periods:

- Active retention period: consultation for the initial purpose
- Passive retention period: retention in the context of limitation period
- Archiving: anonymisation/pseudonymisation for statistical purposes and company purposes in the context of economic interest

Concretely, this means:

- Active: during the performance of the commercial agreement
- Passive: up to a maximum of 10 years after the end of the commercial agreement: limitation period for commercial claims
- Thereafter archiving: for statistical purposes of the temporary employment agency and the economic interest of the agency

Your personal data are stored for as long as necessary to achieve the purposes described under point 3.

Of course, we store your personal data in accordance with any legally required retention periods and any applicable limitation periods..

6. Which rights can I exercise to guarantee the protection of my personal data?

6.1. You can access your data

If you want to review which personal data we process about you, you can exercise your right of access.

AGO Jobs & HR will provide you with an overview that is as complete as possible of the personal data stored about you. We can already confirm that no special categories of personal data are stored (such as race, ethnic origin, health data, data concerning sexual orientation, etc.).

6.2. You can have your data corrected

If your personal data change (such as name, address, e-mail address, etc.), you can always have them corrected or completed.

6.3. You can have your data deleted

If you believe that we process certain personal data unlawfully, i.e. without a valid purpose, you can request the deletion of your personal data. Deletion will only be possible insofar as it does not prevent the performance of any (type of) agreement.

6.4. You can request restriction of processing

If your data are inaccurate and you have requested a correction, or if you believe we process your personal data unlawfully, you can request that processing be restricted.

This means that we may only continue processing your personal data with your consent. We may still store your personal data, but we may not carry out any further processing without your consent, unless in the context of legal proceedings, for the protection of natural or legal persons, or for important reasons of public interest.

6.5. You can request direct transfer of your personal data to a third party

If you wish, you can ask us to transfer the data you provided to us, either to you or directly to a third party. The Regulation provides certain limitations to this right, meaning it does not apply in all cases. This must be assessed on a case-by-case basis.

6.6. You can sometimes refuse fully automated processing

Some data processing and procedures are fully automated without human intervention. However, we do not use this in relation to the processing of your personal data.

If this were nevertheless the case and you disagree with such a fully automated process, you can object so that your personal data are no longer processed in this way.

Here too, a number of exceptions apply, which must be assessed on a case-by-case basis.

6.7. You can withdraw your consent

When your personal data are processed on the basis of consent (see point 3), you can withdraw this consent at any time. We will then have to delete your personal data..

If you wish to exercise one or more of these rights, you can do so via the AGO Jobs & HR website or via the online MyAgo platform.

In addition, we inform you that you can file a complaint at any time with the supervisory authority if you believe we do not respect your rights as set out above.

7. **Cookie policy**

During a visit to the AGO Jobs & HR website, cookies may be stored on the device you use to visit the AGO Jobs & HR website. On a subsequent visit, these cookies may be recognised. More information can be found in our Cookie Policy on the website www.ago.jobs.

The AGO Jobs & HR website is owned by NxtPeople. The cookie policy applies to all NxtPeople websites.

8. **Use of log files**

The AGO Jobs & HR Website automatically collects certain non-identifiable information about visitors to its Website, including the Internet Protocol (IP) address of your computer, date and time of access to the Website, the internet address of the website from which you were linked to the AGO Jobs & HR Website, the IP address of your Internet Service Provider, the operating system, the components, information and pages of the Website you visited and/or viewed, as well as the material you send or download from the Website. This technical information is used for managing the Website and for optimising the Website and AGO Jobs & HR services. In addition, these data may be used for historical, statistical or scientific purposes. The stored technical data may be transferred to third parties and may be permanently stored for future use

9. **Automated individual decision-making, including profiling**

AGO Jobs & HR will not use your data to make decisions based solely on automated processing.

Profiling is any form of automated processing of personal data whereby personal data are used to evaluate certain personal aspects of a natural person in order to make predictions.

Profiling may only be used by AGO Jobs & HR to support the recruitment and selection process and/or for direct marketing.

With regard to profiling, you may rely on your right to object and your right to be informed.