

# PRIVACY POLICY AGO JOBS & HR

## Privacy statement customers/suppliers

Your privacy is important to us!

We want to process your personal data in a legal, correct and transparent manner. In this privacy statement, we will explain what personal data we process about you as a natural person and for what purposes. It also explains what rights you have to safeguard and possibly improve your privacy.

### 1. Who are we?

The following companies (jointly 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, the data is only accessible to responsible persons who, depending on their duties, need to have access to it.

If you have additional questions and/or would like more information, you can always contact us at the following contact address: [privacy@ago.jobs](mailto:privacy@ago.jobs) or via MyAgo or the AGO website ([www.ago.jobs](http://www.ago.jobs)).

### 2. What personal data do we collect?

a) Data that we collect directly from you:

To know who you are	To contact you	To invoice or make payments
<ul style="list-style-type: none"><li>• Last name</li><li>• First name</li><li>• Position</li></ul>	<ul style="list-style-type: none"><li>• Telephone number</li><li>• Possibly. fax number</li><li>• E-mail address</li></ul>	<ul style="list-style-type: none"><li>• Bank account number</li></ul>

b) Public data and data we collect indirectly:

AGO Jobs & HR sometimes processes public data.

This may, for example, concern data that is subject to a publication obligation, such as the publication of your appointment as director of a company, or data that you have made public yourself, such as information on your website, etc, ...

It can also be data that is public, for example because it is generally known in your area or because it has appeared in the press. This also includes information on, for example, the Crossroads Bank for Enterprises and Graydon/Companyweb.

c) What you tell us may be processed:

If you contact us by telephone, our reception can note your first name and name and your telephone number in order to build up a contact overview and to see 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 be able to offer certain services. The information that AGO Jobs & HR requests and with which we can identify you is called personal data.

Below, you can check for each situation why AGO Jobs & HR requests this personal data and what your personal data will be used for.

Your data will be used for the following purposes, as appropriate:

- For contact persons with clients or prospective clients upon the initial contact with AGO Jobs & HR: your data is necessary to be able to correctly execute the agreement you conclude with us. Because you conclude a contract with us, we must have the necessary personal data to be able to offer our services, which are included in the contract.

This mainly entails sending information in the context of:

- exchange for the provision of temporary workers (including presentation of candidates, transmission of employment schedules, transmission of services rendered by temporary workers, contact for all other operational matters)
- offers regarding HR Services (Outplacement, Testing & Assessment, Outsourcing)
- legal advice
- invitations and information for training courses and events

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

- Potential new contacts by providing the 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 providing it, you also give your explicit permission to be included in our database.

In addition, we also store the publicly accessible data that we find about you in our database. We assume that we may also keep this personal data if you have made it publicly available.

- For suppliers: the personal data necessary for the execution of the agreement is collected. This mainly concerns the e-mail addresses of contact persons to enable easy communication.
- During one of the events, organised by AGO Jobs & HR, visual images can be made of you in which an event by AGO Jobs & HR constitutes the main motif. By participating in such events, you give your explicit consent to AGO Jobs & HR to take images of you.

The rights of use of this image material within the framework of the assignment belong to AGO Jobs & HR.

AGO sometimes makes specifically-targeted visual material of visitors to use in print or online media.

With specifically-targeted images, one or more people will be the main subject. For all targeted images, your permission is always requested in advance, for example by asking you to pose for the image.

Finally, moving images of visitors can be made during an AGO Jobs & HR event, so that we can gain a sense of the popularity, attractiveness and quality of events within the framework of our assignments, and we can objectively measure how visitors experience the different setups. This way of mapping visitor behaviour is always done without correlation with personal data of any kind.

If you object to the use of this visual material, you can contact AGO Jobs & HR via the website or via [privacy@ago.jobs](mailto:privacy@ago.jobs).

Jobs & HR will then remove the photo or video as soon as possible

#### **4. Who receives my personal data?**

In principle, your personal data will not be passed on to other parties.

AGO Jobs & HR processes this personal data in accordance with the purposes stated under point 3. Only the employees within our organisation who need your personal data in the performance of their job will be able to consult it.

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

We work together with a number of third parties who can also view your personal data. This concerns the following recipients:

- Accountants & consultants in the context of tax support
- ICT service providers

#### **5. How long will my personal data be kept?**

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 periods
- Archiving: anonymisation/pseudonymisation for statistical purposes and company purposes in the context of the economic interest.

Specifically, this means the following:

- Active: during the execution of the commercial agreement
- Passive: maximum 10 years after the end of the commercial agreement: limitation period for commercial receivables
- Afterwards archiving: for statistical purposes of the temporary employment agency and the economic interest of the employment agency

Your personal data will be kept for as long as is necessary to achieve the goals as described under point 3.

Of course, we store your personal data in accordance with possible statutory periods and any limitation periods that apply.

## **6. What rights can I exercise to guarantee the protection of my personal data?**

### **6.1. You can view your data**

If you want to view what personal data we process about you, you can do this by exercising your right of access.

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

### **6.2. You can have your data corrected**

If there are changes in your personal data (such as name, address, e-mail address, ...), you can always have this corrected or completed.

### **6.3. You can have your data deleted**

If you believe that we are processing certain personal data on an unlawful basis, i.e. without having a correct purpose for this, you can request that your personal data be deleted. Deletion of your personal data will only be possible insofar as this deletion does not prevent the execution of any (form of) agreement.

### **6.4. You can request that the processing of your personal data be restricted**

If your data is incorrect and you have asked to amend it or if you believe that we are processing your personal data on an unlawful basis, you can request that its processing be limited.

This means that we may only further process your personal data with your permission. We may continue to store your personal data, but may not carry out further processing operations with it without your consent, unless this is 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 to transfer your personal data directly to a third party**

If you wish, you can ask us to transfer the data that you yourself have provided to us to you or directly to a third party. The Regulation does provide for a number of restrictions on this right, so it may not apply in all cases. This must of course be examined on a case-by-case basis.

### **6.6. You can sometimes refuse to have your data processed fully automatically**

Some data processing and processes are fully automated without human intervention. However, we do not use this automation with regard to the processing of your personal data.

Should this be the case and if you do not agree with such a fully automated process, you can object to this, so that your personal data is 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 is processed on the basis of consent (see point 3), you can revoke this consent at any time. We will then have to delete your personal data.

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

In addition, we inform you that you can lodge a complaint with the supervisory authority at any time if you believe that we are not respecting 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 with which you visit the AGO Jobs & HR website. These cookies can be recognised during a follow-up visit. More information about this can be found in our Cookie Policy on the website [www.ago.jobs](http://www.ago.jobs).

The Ago Jobs & HR website is owned by Business Support BV. The cookie policy applies to all Business Support BV websites.

#### **8. Use 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 have been linked to the Website of AGO Jobs & HR, the IP address of your Internet Service Provider, the operating system, the components,

information and pages of the Website that you have visited and/or viewed, as well as the material that you transmit or download from the Website. This technical information is used for the management of the Website and to optimise the Website and services of AGO Jobs & HR. In addition, this data may be used for historical, statistical or scientific purposes. The stored technical data can be passed on to third parties and can be stored permanently 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 means any form of automated processing of personal data, whereby certain personal aspects of a natural person are evaluated on the basis of personal data in order to make predictions.

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

With regard to profiling, you can invoke your right to object and the right to be informed.