



# ACCORD GROUP

— Excellence for Executives since 1978 —

## PRIVACY STATEMENT

This Privacy Policy describes how Accord Group Belgium C.V.B.A. ('Accord Group'), Karel Lodewijk Maenhoutstraat 77a, B-9830 Sint-Martens-Latem with company number 0431 718 690 collects, uses and safeguards personal information that you may provide to us.

Accord Group is the data controller for the processing of the processed personal data.

We process your personal data in accordance with the applicable legal regulations and the obligations following the Regulation 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data ('GDPR').

### Information we collect

When you visit our website, register with us (including as a partner, client or candidate) or sign up to receive our e-newsletters or information about our products or services, we may collect, store and use certain personal information about you. The following personal data may be processed:

- As a client or supplier:
  - Personal identification details: name, title, address, email address, phone number.
  - Financial identification details: bank account numbers.
  - Financial transactions: amounts to be paid and paid by the person entered in the file, credit granted, methods of payment, statement of payments.
  - Compensation: particular details concerning the demanded compensation, paid amounts or other forms of compensation.
  - Professional activities of the person included in the file: nature of the activity, nature of the goods or services used or delivered by the person included in the file, business relationships.
  - Agreements and settlements: details concerning the settlements or trade agreements, agreements concerning the representation or legal agreements, details concerning the agents.

- As part of our *Executive Search, Executive Interim Management and Assessments* services:
  - Personal identification details: name, title, address, email address, phone number.
  - Personal details: age, gender, date of birth, place of birth, marital status, nationality, language.
  - Opinions regarding personality or character.
  - Marriage or current form of cohabitation: name of wife or partner, maiden name of wife or partner, date of marriage, date of cohabitation contract, number of children, etc.
  - Details of other members of the family: children, dependants, other members of the family, relatives on the side lines, parents and descendants.
  - Recreational activities and interests: hobbies, sports, other interests.
  - Memberships (other than professional, political or trade union): memberships of charitable or voluntary organisations, clubs, companies, associations, organisations, groups, etc.
  - Academic curriculum: overview of schools, institutions, universities attended, type of courses attended, qualifications envisaged, examination results, other qualifications obtained, assessment of progress made in studies.
  - Professional competence: certificates and vocational training, special licences (driver, etc.).
  - Professional experience: professional interests, research interests, academic interests, specialisation subjects, teaching experience, consultations.
  - Membership/participation in professional organisations: details of the groups, committees or commissions concerned, functions performed, special interests and participation schedule.
  - Publications: books, articles, reports, published audio-visual material.
  - Current position: employer, title and description of position, grade, date of recruitment, workplace, specialisation or type of company, working conditions and modalities, previous positions and previous experience with the current employer.
  - Recruitment: date of recruitment, method of recruitment, source of recruitment, references, trial period details.
  - Termination of employment: date of departure, reason for departure, notice given, termination conditions.
  - Career: previous relationships and employers, periods without occupation, compulsory military service.
  - Wages and salaries.
  - Assets in the possession of the staff member: vehicles, tools, reference materials and other items in the possession of the staff member.
  - Termination of employment: date of departure, reason for departure, notice given, termination conditions.
  - Termination of employment: date of departure, reason for departure, notice given, termination conditions.
  
- As part of our *Executive Search and Executive Interim Management* services:
  - Physical description: size, weight, hair colour, eye colour, distinguishing features.
  - Public mandates: functions at the level of the municipality, province, region or community or at the federal level, participation in government committees or working groups or reflection groups.

- As part of our *Executive Interim Management and Assessments* services:
  - Marital summary: details of previous marriages or commitments, divorces, names of former partners.
  
- As part of our *Executive Interim Management* service:
  - Work organisation: current responsibilities, projects, daily fees invoiced, timetables, hours worked.
  
- During the use of our website: your IP address, surfing behaviour, used search terms;
  
- Trough cookies (please also read our Cookie Policy): IP address, presumed place of consultation, the hour and day of consultation, which pages were visited;
  
- When subscribing to our newsletter: your email address.

We may also receive information about you from third parties (such as credit reference agencies) who are legally entitled to disclose that information to us.

Children's information: our website contains business-related content and is specifically aimed at and designed for use by adults. We do not knowingly solicit or collect personal information from children.

Information collected automatically: like most website providers, we analyse server log files to collect statistical information about how the Site is used. This type of information is collected only at an aggregate level and includes browser types, operating systems, IP addresses, referring/exit pages, platform types and date/time stamps.

## Use of your information

We use the information we collect about you for the following purposes:

- Client management: client administration, administration of deliveries, deliveries, invoicing and to respond to inquiries that you submit, with as legitimate basis the execution of the agreement.
- Supplier management: management of the given orders, the payment of the suppliers with as legitimate basis the execution of the agreement.
- To inform you about services provided by Accord Group, for direct marketing, advertising and to seek your views on products and services and for customer satisfaction purposes with as legitimate basis our legitimate interest to maintain the customer relationship.
- Management of disputes: the management of disputes, including the reimbursement of the amount to claim with as legitimate basis our legitimate interest to manage disputes.
- Management of differences: the management of own differences with as legitimate basis our legitimate interest to manage these disputes.
- To verify in which manner our website is used, to gather information that allows us to optimize our website and to adjust its content so that it can meet your specific needs and to improve goods and services (e.g. your browser type or IP address, the operating system you use or the domain name of the website from which you visited the website, or through which you leave it), with as legitimate basis our legitimate interest to stay up to date.
- Cookies: For functional purposes: to facilitate the navigating and logging in on this website or to remember your personal settings and/or preferences when using this website with as legitimate basis your explicit previous consent. For analytic purposes: to analyse the use of this website, our website uses Google Analytics. For social purposes: to show users of this website the information on the website that is relevant for them. [purposes cookies] with as legitimate basis your explicit previous consent.
- To maintain and support any registered account that you hold with us, facilitate your access, and provide you with resources, tools and other materials available to you, with as legitimate basis the execution of the agreement;
- For technical administration of our website, with as legitimate basis our legitimate interest to stay up to date and improve our website;
- To engage in research and analysis in order to maintain and improve our products and services, as well as develop new service with as legitimate basis our legitimate interest to stay up to date;

Specifically, as part of our *Executive Interim Management service*:

- Administration of staff and intermediaries: recruitment and selection of staff and intermediaries (brokers, independent representatives, etc.), the administration of salaries, fees, commissions and wages and the application of social legislation, with as legitimate basis the execution of the agreement.
- Management of staff and intermediaries: evaluation and monitoring of staff and intermediaries. The planning of training and career with as legitimate basis the execution of the agreement.
- Work planning: the planning and monitoring of tasks, workload and performance, with as legitimate basis the execution of the agreement.

Specifically, as part of our *Executive Management* service:

- For recruitment, selection and development purposes by potential employers, managing recruitment and human resource processes and any related purpose where you have consented to the collection, with as legitimate basis your consent.

Specifically, as part of our *Assessments* service:

- Analysis with regard to the required qualities for a certain function, with as legitimate basis your consent.

### Transfer to third parties

Certain of the personal data we process, can be transferred to third parties. It concerns the following categories of recipients:

- Our IT-supplier(s)
- Cloud software suppliers
- Vendors that process credit card orders
- Vendors that analyse data
- Vendors that assist us with customer service
- Accountant(s)
- Legal adviser(s)
- Court and police services
- Public authorities

We will not transfer your personal data to other categories of recipients than those mentioned above without your prior written consent, unless we are forced to do so by the applicable regulations.

### Duration of the processing

We process your personal data for no longer than is necessary to achieve the purpose of processing.

In any event, your personal data is stored in accordance with the applicable legislation, as well as the limitation periods that obligate us to store your personal data for a longer period of time.

### Your Rights

Right of access: You can obtain a free copy of the personal data processed by Accord Group.

Right to rectification: You have the right to request the rectification of inaccurate and incomplete personal data or data that are out of date.

Right to withdraw consent and erasure of personal data: You have the right to withdraw your consent (as far as this consent is the legal basis for the processing), without detracting the lawfulness of the processing on the basis of the consent before its withdrawal.

You have the right to request the erasure of your personal data within the limits stipulated in article 17 GDPR.

Right to restriction of processing: You have the right to request the restriction of the processing of your personal data within the limits stipulated in article 18 GDPR.

Right to data portability: You have the right to receive the personal data in a structured, commonly used and machine-readable format and to transmit those data to others, this within the limits stipulated in article 20 GDPR.

Right to object to processing: You have the right to object to the processing of personal data within the limits stipulated in article 21 GDPR.

Right to lodge a complaint: You have the right to lodge a complaint against the processing of personal data with the Data Protection Authority, registered at Durkpersstraat 35, B-1000 Brussels.

Exercising rights: You can address your request to exercise your rights to Accord Group by post to the following address: Esplanade 1 B78, B-1020 Brussel or by sending an e-mail to [privacy@accordgroup.be](mailto:privacy@accordgroup.be), provided that you enclose a copy of your ID card.

### Automated Decision-making

Accord Group will not use automated decision-making and/or profiling.

### Security

We have implemented appropriate security policies, rules and technical measures to protect against the loss, misuse and alteration of the information under our control. However, please note that whilst we take appropriate technical and organizational measures to safeguard the personal data that you provide to us, no transmission over the Internet can ever be guaranteed secure. Consequently, please note that we cannot guarantee the security of any personal data that you transfer over the Internet to us.

Please note that the effective security with respect to our website depends, in part, on you ensuring that any IDs and passwords that you have been issued by us are kept confidential and secure.

### Changes to this Privacy Statement

We may update or amend this Privacy Statement from time to time to comply with law or to meet our changing business requirements without notice to you. Any updates or amendments will be posted on the website. By continuing to use the website, you agree to be bound by the terms of these updates and amendments.