

Bob2Consult Applicants Privacy Policy

This Applicants Privacy Policy governs the processing of your personal data as part of your application for a job through Bob2Consult via e-mail, the dedicated webform or one of our social media channels (such as LinkedIn) in relation to any job opportunities.

This Applicants Privacy Policy only and specifically relates to the specific processing of personal data of applicants applying for a job through Bob2Consult

By submitting your application via any email or any of our website, you acknowledge that you have read this Applicants Privacy Policy carefully. In particular, please note that we ask your consent for certain matters, as explicitly explained below.

For any questions with regard to the processing of your personal data, you can contact us via e-mail at info@bob2consult.com

1. IN GENERAL

- 1.1 If you apply for an application via our e-mail address as posted on our webpage or the dedicated webform, the data controller of the processing of your personal data will be Bob2Consult., a corporation organised and existing under the laws of Belgium, with its registered office at Driekastanjelaarsstraat 42 – 1850 Grimbergen, registered in Brussels under number 0789.427.471. You can contact us via e-mail at info@bob2consult.com.
- 1.2 The terms in this Applicants Privacy Policy should be interpreted in accordance with the terms defined in the General Data Protection Regulation (Regulation (EU) 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, and repealing Directive 95/46/EC).
- 1.3 Any reference in this Privacy Policy to certain laws or regulations also includes any change, replacement or annulment of these laws or regulations, including any related executive decisions.
- 1.4 We reserve the right to modify this Applicants Privacy Policy from time to time at our own discretion. Such modification will be communicated via our website www.bob2consult.com.

2. TYPES OF PERSONAL DATA WE PROCESS

- 2.1 When you apply for a job through bob2consult, we collect the following personal data about you:
 - Your contact details and basic identity information that you provide us with, such as your photo, name, postal address, e-mail address, phone number, date and place of birth, nationality, etc.;
 - Resume-related information, such as former and current employer, work experience, education, skills, references, etc.;
 - Any other personal data you choose to provide us as part of your application;
 - Publicly available information of your profile on social media channels (such as LinkedIn);

- 2.2 In principle we obtain the personal data mentioned above directly from you. However, if you choose to apply via an external recruitment company, your personal data are received by us via the external recruitment company. It is that company's responsibility to relay the information contained in this Applicants Privacy Policy to you. We advise that you consult the privacy policy of your external recruitment company to ascertain which personal data it processes about you, what the conditions for that processing are and how you can exercise your rights vis-à-vis that company.
- 2.3 We can provide the personal data you provided to us via e-mail or the dedicated webform to our (potential) customers in the UK, Europe and outside the EEA. Our customer may request additional personal information about you in relation to the job and their requirements. Your Personal Information will be securely stored. The data provided is limited to those that are necessary to assess your suitability for the vacancy (e.g. name, education, experience, etc.).
- 2.4 Our application process, in particular through the dedicated form on the Website, is not meant to involve the processing of personal data that can be construed as special categories of data. special categories of data are personal data that pertain to your race or ethnicity, political affiliations, religious convictions, membership of a trade union, your health or sex life. If such information becomes relevant as part of the application process, you will be specifically asked for it and be given the opportunity to consent to the processing of these special categories of data separately.

If you nevertheless choose to upload or otherwise provide special categories of data about yourself, your uploading or provision of these will constitute your freely given, specific, informed, explicit and unambiguous written consent to our processing of these data in line with this Applicants Privacy Policy.

3. PURPOSES FOR WHICH WE USE YOUR PERSONAL DATA

- 3.1 We process your personal data to allow you to apply for employment through us and to allow us to process, assess and decide on your application.
- 3.2 We also process your personal data in order for you to receive relevant and personalized information regarding future opportunities for employment through us.
- 3.3 We process your personal data in order for us to be able to defend ourselves in case of a dispute regarding your application (such as related to our refusal of your application).
- 3.4 If an application process for a particular position through us leads to a successful outcome, the personal data you provided will be used for human resources purposes during your employment through us.
- 3.5 We process your personal data to comply with our legal obligations or to comply with any reasonable request from law enforcement agents or representatives, judicial authorities, governmental agencies or bodies, including data protection authorities.
- 3.6 We process your personal data for informing any third party and its advisors in the context of a possible merger with, acquisition by/of, demerger by, or other share or asset purchase deal with that third party, also if that third party is located outside the European Union.
- 3.7 We also process your personal data for the preservation of our legitimate interests or those of our affiliates, partners or a third party if your application in general can be considered: (a) a violation of any applicable terms of use or the intellectual property rights or any other right of a third party, (b) a danger or threat to the security or integrity of our websites, social media channels or other communication channels or any of our or our affiliates' subcontractors' underlying IT systems due to viruses, Trojan horses, spyware, malware or any other form of malicious code, or (c) in

any way hateful, obscene, discriminating, racist, slanderous, spiteful, hurtful or in some other way inappropriate or illegal.

4. LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA

- 4.1 We process your personal data for the purpose outlined in Article 3.1 because that processing is necessary in order to take steps at your request prior to entering into a contract.
- 4.2 The processing of your personal data for the purpose outlined in Article 3.2 is based on your consent.
- 4.3 The processing of your personal data for the purpose outlined in Article 3.3 is necessary for the protection of our legitimate interest of being able to defend ourselves in case of a dispute.
- 4.4 The processing of your personal data for the purpose outlined in Article 3.4 is necessary for the protection of our legitimate interest to save time and resources and increasing overall efficiency of our HR processes by re-using information already available where permitted.
- 4.5 The processing of your personal data for the purpose outlined in Article 3.5 is necessary to allow us to comply with our legal obligations.
- 4.6 The processing of your personal data for the purpose outlined in Article 3.6 is necessary for the protection of our legitimate interest of being able to explore or conduct normal corporate and M&A (mergers & acquisitions) transactions.
- 4.7 The processing of your personal data for the purpose outlined in Article 3.7 is necessary for the protection of our legitimate interest to keep our information systems and infrastructures, social media channels, products and services safe from misuse and illegal activity.

5. RETENTION PERIOD

- 5.1 As a general principle, we keep your personal data no longer as necessary to achieve the purposes described in Article 3, and regarding the purpose in Article 3.2, up until such time where you withdraw your consent for processing them. We provide the appropriate safeguards for ensuring the security and integrity of your personal data.
- 5.2 If your personal data are no longer necessary for the purposes as described in Article 3, they will be de-identified in a safe manner.

6. TO WHOM WE SEND YOUR DATA

- 6.1 We rely on third-party processors to provide you our website where information is provided with regard to our job opportunities and social media channels and to process your personal data on our behalf. These third-party processors are only allowed to process your personal data on our behalf and upon our explicit written instruction.
- 6.2 We can provide the personal data you provided to our (potential) customers. Our customer may request additional personal information about you in relation to the job and their requirements. The data provided is limited to those that are necessary to assess your suitability for the vacancy (e.g. name, education, experience, etc.).
- 6.3 Your personal data may be shared upon our own initiative with the police or the judicial authorities as evidence or if there are justified suspicions of an unlawful act or crime committed by you in the context of your application.

7. LOCATION AND TRANSFER

- 7.1 We process your personal data first and foremost within the European Economic Area (EEA).
- 7.2 As indicated we may share some of your Personal Information to customers based within or outside the European Economic Area (EEA). Should such transfer take place, bob2consult will ensure that there are safeguards in place to ensure the safety and integrity of your data as well as all rights with respect to your personal data you might enjoy under applicable mandatory law.

8. QUALITY ASSURANCES

- 8.1 We consider your personal data as confidential and treat them as such.
- 8.2 We will take appropriate technical and organizational measures to keep your personal data safe from unauthorized access or theft as well as accidental loss, tampering or destruction. Access by our personnel or our third-party processors will only occur on a need-to-know basis and will be subject to confidentiality obligations. You acknowledge, however, that safety and security are best-efforts obligations which can never be guaranteed.
- 8.3 Despite strong security measures, infringements can never be completely ruled out. If a breach of security or confidentiality of your personal data occurs and this breach also poses a high risk to your rights and freedoms, we will notify you of this breach as soon as possible.

9. YOUR RIGHTS

- 9.1 You have the right to request access to all personal data pertaining to you that we process. We reserve the right to charge an administrative fee for multiple subsequent requests for access that are clearly submitted for the purpose of causing nuisance or harm to us. Each request has to specify for which processing activity you wish to exercise your right of access and which data categories you wish to gain access to.
- 9.2 You have the right to request that any personal data pertaining to you that are inaccurate, be corrected free of charge. If you submit a request for correction, such request has to be accompanied by proof of the flawed nature of the data for which correction is asked.
- 9.3 You have the right to withdraw your earlier given consent for the processing of your personal data.
- 9.4 You have the right to request that personal data pertaining to you be deleted if these data are no longer required in the light of the purposes outlined in Article 3 above or if you withdraw your consent for processing the data. However, we will evaluate a request for deletion against:
 - Overriding interests of us, our customer or any other third party;
 - Any legal or regulatory obligations or administrative or judicial orders which may contradict such deletion.

Instead of deletion you can also ask that we limit the processing of your personal data if:

- you contest the accuracy of the data;
- the processing is illegitimate, or
- the data are no longer needed for the purposes mentioned in Article 3.

- 9.5 You have the right to oppose the processing of personal data, unless we demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms or for the establishment, exercise or defence of legal claims.
- 9.6 You have the right to receive from us in a structured, commonly used and machine-readable format all personal data you have provided to us.
- 9.7 If you wish to submit a request to exercise one or more of the rights mentioned above, you can send a letter or e-mail to us or to the general e-mail address info@bob2consult.com . An e-mail requesting to exercise a right will not be construed as consent with the processing of your personal data beyond what is required for handling your request. Any request has to clearly state which right you wish to exercise and the reasons for it if such is required. It should also be dated and signed, and accompanied by a digitally scanned copy of your valid identity card proving your identity.

We will promptly inform you of having received this request. If the request proves valid, we will honour it as soon as reasonably possible and at the latest thirty (30) days after having received the request.

If you have any complaint regarding our processing of your personal data, please feel free to contact us via e-mail at info@bob2consult.com . You also have the right to file a complaint with the Belgian data protection authority.