

NESTAAN N.V.

Privacy Statement

1. Identity of Organization

Nestaan NV – Leuzestraat 101- B8510 Bellegem

Contact person: Frédérique van Nes +32 (0)69.77.83.23 – frederique@nhb.be

2. Overview of collected personal data:

- **Staff**
 - personal details; herewith we can identify and contact staff members (first name, name, nationality, place of birth, address, telephone number, ID-number, language, gender, email address, date of birth, family situation...)
 - professional data; professional status, type of contract, level of education, professional knowledge and skills, wage, payroll data, social data, legal entity of employer and Acerta references, bank account, company vehicle, value of Sodexo vouchers, badge numbers Protime, company date of entry and date of leave...
 - Data on working (dis)ability (IDEWE), hospitalization, absences, prevention profile and association number (IDEWE), working accidents (AXA).
 - Data regarding group insurance (date of associating with Vivium, developed capital, contract number...)
 - Data received with legal permission
 - As the law prescribes, we do not process any sensitive information like for instance political preferences, racial or ethnic background...
- **Clients, prospects and suppliers**
 - Name, address, VAT nr.
 - Contact details
 - Turnover and invoice details

3. Purpose of processing personal details:

The organization uses the collected data to:

- ensure its ability of carrying out the contract and executing its services
- analyse and improve (ISO 9001) the supply and content
- meet the legal duties
- serve the vital interest/common purpose

4. Who are the recipients of the collected personal details?

The organization shares only the required information with following partners;

- Acerta – process staff wages
- Sodexo – meal vouchers
- Protime – time registration
- Idewe – safety services
- Axa and Vivium – insurances

We do not sell personal details to third parties.

5. How long will the data be saved?

The data won't be stored as longer than necessary, this to make sure that the organization is at any time able to deliver the required certificates or to ensure the integrity of the saving of those details.

6. Methods of obtaining the personal details.

Details are being collected directly from the persons involved or from specific third parties (for instances employment agencies).

7. Announcement of rights of the people involved

On a simple request, everyone involved is able to have a look at his/her personal details. As long as the integrity of the database is ensured, it is also possible to change or delete collected data.

Requests on inspections, rectification, deletion, limitation on processing, objection, withdrawal of permission, complaints... can be mailed to privacy@nhb.be

8. Management and security

In order to achieve the determined goals, only authorized persons have access to personal details. Only when required for achieving the determined organization goals these people may use the collected data.

The access towards the hardware on which the data is stored is protected via firewall, login and password.

Duty of confidentiality: all persons able to take knowledge of the collected data are restricted on the confidentiality of this information.

It speaks for itself that the way of processing these personal details can evolve throughout the years because of changed laws, technical progress...

Nestaan NV reserves itself the right to change this privacy policy when necessary. When this happens, the organization will communicate this via its website.