

PRIVACY POLICY

I. PREAMBULE

DATAMUNDI, a limited liability company incorporated and registered in Belgium with company number 0898.930.474 whose registered offices are located at Kwadeplasstraat 15, 3350 Linter, Belgium (hereinafter also referred to as "we" or "us") attaches great importance to the protection of your privacy. We ensure that you can entrust us with your personal data, ensuring compliance with European data protection legislation and the General Data Protection Regulation (GDPR). The Privacy Policy explains the processing of your personal data when creating and implementing an agreement between you and us. DATAMUNDI is hereby responsible for the processing. Your personal data will only be processed in the manner set out in the Privacy Policy. Personal data is any data on the basis of which a person can be identified. The processing of your personal data as described in this Privacy Policy includes, but is not limited to, the collection, storage, organization, modification, retrieval, consultation, use and transmission. We may use the information collected about you for new purposes not contemplated by this Privacy Policy. If we do so, we will notify you of the changes to the Privacy Policy before using your personal data for those new purposes. You may object to the use of your personal data for these new purposes.

II. PERSONAL DATA: CATEGORIES OF PERSONAL DATA

DATAMUNDI processes certain categories of personal data on the basis of the information you provide directly or indirectly in the context of your agreement or relationship with us, such as:

- personal contact details, such as name, address, telephone number, email address,... ;
- payment details, such as bank account number,...;
- history of jobs done, invoices created, invoices paid,.

III. PURPOSES FOR DATA PROCESSING

DATAMUNDI collects your personal data only for the following purposes:

- preparation or performance of an agreement;
- human resource purposes;[•]

The processing of personal data by us is necessary for the optimal execution of the above activities. We will only process the personal data for these purposes, except in the case you have given consent for other purposes.

IV. LEGAL GROUNDS

We process your personal data based on the following legal grounds:

- your consent, if applicable;
- processing is necessary for the performance of a contract ;
- processing is necessary for the purposes of the legitimate interests pursued by DATAMUNDI or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of clients which require protection of personal data;

V. THIRD PARTY RECIPIENTS

In principle, DATAMUNDI does not share the personal data it collects with third parties, nor does it transfer it to them. The situations mentioned below are an exception to this. In these circumstances, when DATAMUNDI passes the data on to third parties, we ensure that these third parties comply with the legal obligations and guarantees regarding the processing of personal data. This constitutes an obligation to perform to the best ability on the part of DATAMUNDI.

DATAMUNDI may use the services of third parties for the processing of personal data. These processors process the personal data in accordance with the European principles on the protection of personal data. The agreements between DATAMUNDI and the above-mentioned processors contain the necessary guarantees regarding the confidentiality of personal data and compliance with privacy legislation.

We ensure that the third party processors we refer to do not process your personal data for their own purposes, but only on the basis of specific purposes and our lawful instructions.

Transfer of personal data outside the EEA may be subject to SCC's (https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/model-contracts-transfer-personal-data-third-countries_en). If required by the applicable legislation regarding data protection, we will contact you and ask you for your consent for a data transfer outside the EEA, disclosing with you all potential risks. You will be free to consent or refuse that such transfer takes place

DATAMUNDI may be obliged to provide full/partial access to the personal data if:

- A legal obligation and/or order of a legal or administrative institution has been issued for this purpose;
- This appears necessary for the performance of the agreement;
- DATAMUNDI considers this necessary to safeguard its rights;
- A specific written consent has been given in advance.

VI. SECURITY MEASURES

We take appropriate technical and security measures that are reasonably expected to ensure the protection of your personal data against unintentional or intentional loss, access, change or disclosure. Access to your personal data is limited to employees or persons who require access in the performance of their duties. They process the information only for specific purposes and according to our legal instructions. This commitment is qualified as a commitment to perform to the best ability on the part of DATAMUNDI.

We will inform you without delay if, despite these measures, an infringement in connection with your personal data that represents a high risk for the rights and freedoms of natural persons should still occur, unless :

- appropriate technical and organizational protection measures are taken by us and applied to the personal data affected by the breach ;
- we take subsequent measures to ensure that the said high risk cannot reoccur;
- the information would involve a disproportionate effort on the part of DATAMUNDI. In such a case, public communication or a similar measure may suffice.

DATAMUNDI will provide you within a reasonable period of time with information about an infringement of which DATAMUNDI would become aware, namely :

- the type of infringement perpetrated, in relation to personal data;
- the name and contact details of the data protection officer or an appropriate contact point;
- the likely consequences of the breach;
- the measures proposed or taken to address the breach and mitigate its possible adverse effects.

VII. YOUR RIGHTS

The legislation on data protection grants you rights. However, these rights may be limited in specific circumstances.

A. Right of Access

You have the right to know whether DATAMUNDI processes your personal data and for what purposes the processing takes place, how long the personal data are stored, which categories of personal data are processed and to which categories of recipients this personal data are provided.

B. Right to Rectification

You may request the correction or rectification of the incorrect data and have incomplete personal data be completed.

C. Right to Erasure

You have the right to have the personal data removed, provided that:

- the personal data are no longer necessary for the purpose of processing;
- your consent is withdrawn and there is no other legal ground for processing;
- objections are made against processing, direct marketing practices or automated decision-making;
- the personal data must be deleted in order to comply with a legal obligation laid down in Union or Member State law that is imposed on DATAMUNDI;
- the personal data have been collected in connection with an offer of information society services.

The application for removal may be refused on the grounds of the exercise of the right to freedom of expression and information, legal obligations, reasons of public interest in the area of public health or public interest in the context of scientific or historical research, or for the establishment, exercise or defense of a legal claim.

D. Right to Restriction of Processing

If the processing is restricted, DATAMUNDI may only process the personal data, with the exception of storage, with your consent or for the establishment, exercise or defense of a legal claim or for the protection of the rights of another natural or legal person or for reasons of important public interest of the Union or of a Member State.

You shall have the right to obtain the restriction of processing of personal data if:

- the accuracy of the personal data is disputed, during a period that allows for DATAMUNDI to check the accuracy of said data;
- the processing is unlawful, there is opposition to the erasure of the personal data and you request to restrict its use instead;
- DATAMUNDI no longer needs the personal data for processing purposes, but you need it for the establishment, exercise or defense of a legal claim.

If the processing restriction is lifted, DATAMUNDI will inform you in advance.

E. Right to Data Portability

You have the right to receive the personal data concerning you in a structured, commonly used and machine-readable format. You can also request to transmit those data directly to another data controller if this is technically possible.

F. Right to Object

Moreover, you have the right to object to the processing of personal data concerning you for serious and justified reasons related to your special situation. This objection can be expressed against:

- processing based on the performance of a task in the public interest or a task in the exercise of public authority assigned to DATAMUNDI;
- for processing in the legitimate interests of DATAMUNDI or a third party, unless the justified grounds of DATAMUNDI outweigh the interests, rights and freedoms of the user or are related to the establishment, exercise or defense of a legal claim;
- any form of direct marketing, including profiling that relates to this.

G. Right of Complaint

You have the right to submit a complaint to the supervisory authority, in particular the Belgian competent authority, if you believe that you have found a breach in the processing of your personal data.

H. Exercise of Rights

DATAMUNDI takes all necessary measures to allow you to exercise the aforementioned rights free of charge. However, if a request appears to be manifestly unfounded or excessive (for example due to its repetitive nature), DATAMUNDI expressly reserves the right to charge a reasonable fee or to refuse the request if necessary.

To exercise your rights, a dated and signed request must be made to DATAMUNDI at the address included in the preamble or e-mail address mentioned in article XI. A proof of identity is required with this request, preferably a copy of the identity card.

If the request meets all the conditions, DATAMUNDI will be obliged to comply with this request within thirty (30) days after receipt. Depending on the complexity of a request, this period can be extended by two (2) months.

If DATAMUNDI decides not to comply with the request, it will inform the person concerned within thirty (30) days, stating the reasons that led to the request being denied.

You can always file a complaint with a supervisory authority or appeal to the courts if you do not agree with the decision taken by DATAMUNDI.

VIII. DATA RETENTION PERIOD

DATAMUNDI stores your personal data for a retention period that is necessary to process the respective data, or, if applicable, for a period determined by law.

An freelancers mailbox, if applicable, is blocked on the date of its departure. After the date of departure, the mailbox will be kept active for a reasonable period of time depending on, among other things, the duration of employment, position, and degree of responsibility exercised with an automatic message being displayed to addressees explaining (i) that the freelancer concerned no longer performs his position within the company; (ii) the date on which the mailbox was blocked; and (iii) the alternative contact details of the concerned freelancer.

IX. CHANGES TO PRIVACY POLICY

This Privacy Policy may be changed without prior notice to you. We therefore encourage you to always check the latest version of this Privacy Policy on our website.

X. CONSENT

By accepting this privacy policy, you expressly agree that DATAMUNDI may use the collected data (see II) for its processing purposes (see III).

You have the right to withdraw the consent at any time for the processing based on this consent. However, this withdrawal is without prejudice to the lawfulness of the processing based on the consent prior to its withdrawal.

One can exercise this right as described in point VII.H. of this privacy policy.

XI. CONTACT US

In case of any inquiries related to the processing of your personal data or this Privacy Policy, please contact us by sending an e-mail to the following address: GDPR-officer@datamundi.space