

Data protection notice.

Introduction

This data protection notice applies to the processing of personal data that we collect when we provide you our search & selection services and when you are a personal contact of one of our business partners (customer, supplier, influential person, journalists) ...).

Your privacy and the security of your personal data are important to the Belgian entities of the Randstad Group. We are responsible for ensuring that all personal data entrusted to us is processed in accordance with applicable data protection legislation.

This notice explains who we are, for what purposes we may use your personal data, how we handle it, and to whom we may disclose it, such as customers, service providers and/or other Randstad Group entities, where these can be transferred or are accessible from, and what your rights are.

About Randstad Executive Solutions

Randstad Professional Executive Solutions, division of Hudson Belgium NV, referred to in this notice as: "we" or "us" or "Randstad") processes your personal data in accordance with this Data Protection Regulation (such personal data are sometimes also referred to as "information").

Unless stated otherwise below, Randstad is the controller of the personal data ('controller' within the meaning of applicable data protection legislation).

For efficient business operations and management, the Randstad group entities may, in certain cases, jointly determine the purposes and means for the processing of Personal Data and act as joint controllers ('joint controllers' within the meaning of the relevant personal data protection legislation) in doing so. The content of the joint controllership agreement between the [Randstad Group](#) entities is available via the following [ink](#).

Contact us (see the 'Contact' section below) if you would like to know more about these jointly controlled processing activities or if you would like to receive a summary of the roles and responsibilities of the joint controllers and/or exercise your data protection rights in relation to the jointly controlled processing of your personal data.

Candidates

When you apply for a vacancy and to enable us to help you find a suitable job, we collect your personal data via your CV and during our selection process.

What personal data do we collect about you and why do we need your personal data?

As a candidate, we can collect and process the following personal data about you for the purposes specified below:

Purpose(s) of the processing	Categories of personal data	Legal basis for processing
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To process your application for a vacancy and to enable us to help you find a suitable job (including matching and presenting to clients, job interviews,(pre)screening,reviews). For example, we may process your personal data to recommend jobs to you based on your profile and to enable our Consultants to provide you with tailored vacancies and career advice; to offer, suggest additional training where necessary, and introduce yourself to hiring managers. In addition, we may process your personal data to send you essential transactional emails regarding our services we provide, such as scheduling job interviews and other administrative communication.	Identification and contact details: name, contact details (including home address, home telephone number and mobile telephone number), nationality and country of residence, date of birth, (in exceptional cases) gender, and languages spoken. CVs and other recruitment information- we may share your CV, career, information about your skills, experience and educational level, language skills, work preferences, information about your suitability as a candidate such as certificates and references (only with your consent), results, information about your training and education and/or tests / assessments in which you participated yourself or through Randstad,data regarding the use of your profile, your actions on our website (viewing vacancies, applications, job alerts and announcements created via automated systems)and collect other relevant information (such as your photo, video introduction, interview notes, and personal data contained in the cover letter or collected during the application process). Information about wages and benefits- we may collect personal data regarding your current remuneration and benefits, including (but not limited to) your current bonus, recurring payments, and benefits.	We collect this personal data to pursue our legitimate interest as a recruitment and selection service provider, in order to present suitable candidates to our clients who trust us to fill their vacancies.
For possible future opportunities where we add your details to our recruitment reserve.	Identification and contact details: name, contact details (including home address, home telephone number and mobile telephone number), nationality and country of residence, date of birth, (in exceptional cases) gender, and languages spoken. CVs and other recruitment information- we may share your CV, career, information about your skills, experience and educational level, language skills, work	We process this personal data to pursue our legitimate interest as a recruitment and selection service provider, to be able to present suitable candidates to our clients and to help you find suitable work.

	preferences, information about your suitability as a candidate such as certificates and references (only with your consent), results, information about your training and education and/or tests / assessments in which you participated yourself or through Randstad, your actions on our website (viewing vacancies, applications, job alerts, and announcements created via automated systems) and collect other relevant information (such as your photo, video introduction, interview notes, and personal data contained in the cover letter or collected during the application process). Information about wages and benefits- we may collect personal data regarding your current remuneration and benefits, including (but not limited to) your current bonus, recurring payments, and benefits.	
Dispute management and lawsuits	Legal/dispute details: Personal data required by law enforcement agencies in connection with an investigation. Personal data required by Randstad to defend its rights in connection with a dispute or proceedings before a court (or other dispute resolution body).	The processing is necessary for the legitimate interests of Randstad, including the protection of business assets, the protection of its legal interests, and the management of legal claims/disputes.
Business development and candidate engagement (including sending work-related communications, updates about our services and, where applicable, marketing communications that may be of interest to you).	Identification data: Your name and contact details (including email address and phone number), gender, and languages spoken. Professional information: Information regarding your professional background, including (but not limited to) your job title or role, location, skills, and career interests.	Based on consent, if required, in particular for receiving marketing communications not strictly related to your applications; one/of Based on our legitimate interest, where applicable, to maintain and develop our relationship with registered candidates, to inform you about relevant vacancies, services, and updates regarding your professional interests. You can withdraw your consent or object to receiving marketing communications at any time by using the opt-out option offered in every communication.
Events	Identification and contact	Based on our legitimate interest in

	details: name, contact details (including home address, home telephone number and mobile telephone number), date of birth, (in exceptional cases) gender and languages spoken. Photos and video footage: upon participation in recruitment-related events, meetings, conferences, etc.	maintaining a good relationship with our candidates and promoting our services by inviting you to our events. In the context of such events, photos or video footage may be taken, which may lead to the processing of your personal data via various media (social networks, websites, ...).
Surveys (including satisfaction surveys)	Identification data: your name and other contact details (including email address, landline and mobile phone number), gender and languages spoken. Professional information: information regarding your work, including (but not limited to) your job title, your location, and your department. Survey results: we can process your answers to questions in surveys. Information you would like to share with us: We may process additional information if you choose to share it with us.	Based on our legitimate interest in surveying our candidates to better understand their needs, improve our services, and build and maintain a good relationship with our candidates.
Facilities, security and emergency planning	Identification and contact details: name, contact details (including home address, home telephone number and mobile telephone number), date of birth, (in exceptional cases) gender and languages spoken. Visitor information: when you enter our buildings, we may collect your name, contact details, license plate number, proof of identity, etc. for security reasons. Where permitted by law, we may also ask you to provide information about your health (including information about viral infections, the flu, etc.) for health and safety reasons. Information regarding identification/access control cards: Employee identification and access control cards may contain	Processing is necessary for the legitimate interests of Randstad, including protecting and securing our assets, facilities, information systems, and people. In this context, the collection and verification of identification and contact details is necessary for access control, on-site security, and effective emergency planning.

	your name, photo, and employee number and may be linked to other registered data (department, phone number, license plate). CCTV footage:We may process images of you obtained through our use of CCTV surveillance systems.	
To execute business transactions (including mergers, acquisitions and divestitures)	Identification data: your name and other contact details (including email address, landline and mobile phone number), gender and languages spoken. Professional information:information regarding your work, including (but not limited to) your job title, your location, and your department.	The processing is necessary for the legitimate interests of Randstad, including the interest of Randstad to develop its activities through mergers, acquisitions, and divestments.
To conduct analyses to gain insight into our services and operations, in relation to our candidates, employees, and business relationships	All relevant information depending on the type of analyses we want to perform, depending on the insight we want to gain	Based on our legitimate interest to improve our services and operations. We have taken the necessary measures to limit the impact on privacy. This is how we anonymize the information (where possible).

This data may be obtained from you directly or indirectly. In the latter case, we will inform you about the purpose and the data sources we use, when we communicate with you in connection with our Services (*for example* to draw your attention to a vacancy), or in any case within one month after we have indirectly obtained your data. An exception to this is when providing this information to you would require disproportionate effort. In that case, we may take alternative measures to protect your rights and freedoms.

Randstad may collect your data from the following sources:

- Forms that you fill out: This clearly indicates which information is mandatory and which is optional. Please note that refusing to provide mandatory information may prevent your participation in selection procedures;
- Job interviews and direct correspondence: this includes personal data collected during video, recorded, telephone, and in-person job interviews, as well as information sent via email;
- Public social media profiles: data from your public profile may be collected to contact you as a potential candidate for current or future vacancies and to assess whether you are suitable for offered positions;
- Randstad customers: clients may provide us with your personal data to facilitate your participation in their selection procedures; and/or
- Third parties (referents): persons who provide references or information about your work or professional achievements.

How long we retain your personal data

We may retain your personal data for a period of 5 years after the conclusion of our application procedure.

Social media

We use Social media services such as LinkedIn, Facebook, and Instagram to deliver our Services. In the case of Meta, you can provide us with your personal information directly if a vacancy is of interest to you. To comply with applicable data protection legislation, we have entered into a so-called "joint processor agreement" with Meta. Our joint Data Processing Agreement with Meta is available [here](#). Further information about how Meta uses personal data (including the legal basis on which Meta relies and the ways to exercise your rights against Meta) is [here](#) available.

HR technologies

our use of innovative HR technologies for matching talent and services

Our ultimate goal is to support people and organizations in realizing their true potential. We believe that the best way to achieve this goal is by combining our passion for people with the power of current HR technologies. By HR technologies, we mean technologies that help us digitize and improve various recruitment-related processes.

We can for example, use chatbots to improve your talent experience. Chatbots offer candidates the opportunity to answer questions based on the requirements of the position they are applying for. This is a user-friendly way for candidates to:

- to provide us with relevant information that might not be immediately clear from a candidate's application, profile, or CV.
- to quickly know whether their skills meet the essential requirements of a position and, if not, easily explore other positions or identify gaps in their skills.
- to answer at any time that suits the user.

As part of the broader recruitment process, HR technologies enable us to connect candidates with our consultants more quickly. This, in turn, enables our consultants to better support candidates in exploring vacancies and to deliver the right candidates to our clients faster. HR technologies also enable our consultants to find people based not only on the positions for which they are eligible, but also on the positions in which they are interested.

Improving the customer experience

HR technologies help us search a broader and more diverse group of candidates, enabling us to find the best talent with the most relevant skills for our clients even more effectively. Thanks to these technologies, our Consultants can focus on tasks that require truly human qualities that technology cannot match: creativity and emotion.

Tracking Pixels or Web beacons

Our emails may contain "web beacons" or "tracking pixels" for each campaign, which allow us to know if our emails are opened and to verify any clicks on links or advertisements contained within the email, as well as to determine which of our emails are most interesting to users.

These tracking tools, when used in newsletters or email marketing to measure the effectiveness of campaigns, can only be installed with the user's prior consent, collected together with consent for marketing/newsletter purposes. This consent can always be freely revoked according to the methods indicated in the email communications received. If the user does not wish to download the pixel onto their device, they can choose to receive our emails in text format rather than HTML, or deactivate the automatic download of images contained in the emails received, or install specific extensions for the email client that block email tracking via pixels.

However, the user's consent is not required for the use of pixels in cases where they are contained within emails with transactional purposes (e.g., password reset or account activation emails), mandatory institutional or service communications (e.g., contractual changes or security notices), or for aggregated statistical analysis (with anonymized

IP and pixels identical for all recipients). In such cases, the processing is based on the legitimate interest of the Data Controller or, as the case may be, on a legal obligation.

In any case, the pixel will be deleted when you delete the email.

Responsible use of HR technologies

Randstad is committed to the ethical and responsible use of innovative HR technologies (you can read our AI principles [here](#)). Randstad does not use these technologies in any part of its processes as a replacement for people or human interaction. Instead, our use of HR technologies is intended to make interactions with clients and candidates more personal, relevant, and meaningful.

We strive to involve people when making decisions that have a significant impact on you. If, in exceptional cases, we were to make such decisions based on a fully automated process (i.e., without human intervention), we will only do so when legally permitted and after notifying you.

To ensure that all candidates are treated fairly, we take measures to prevent bias when using HR technologies. For example:

- We regularly test the output of these technologies to detect possible unfair bias.
- We regularly seek advice from experts to continuously improve the way we identify and remove bias.
- Both our consultants and our search and matching algorithms are thoroughly trained and always work together.

With whom do we share your personal data?

We may share your personal data with:

Entities of the Randstad Group:

- **other entities of the Randstad Group Companies** We are part of a multinational group of companies and sometimes we may share personal data with other Randstad Group Companies for the purpose of efficient business management, compliance with legal and regulatory requirements and to provide our Services to you and to our clients. Click [here](#) for an overview of these entities. We share your Personal Data, for example:
- ◆ to provide our Services (including matching) to you and to our clients; for example, by offering you more available positions than those available through the Randstad Group with which you are in direct contact.
 - ◆ for the administrative support of Randstad (administrative tasks related to our services, IT services, ...) or to comply with legal and regulatory requirements.
 - ◆ for the efficient management of commercial objectives
 - ◆ for promotional and marketing campaigns;
 - ◆ to conduct market research on topics related to the labor market.

Our "[partner for talent](#)" strategy focuses on building long-term relationships with clients and talents, understanding their unique challenges, and delivering tailored solutions to help them thrive in a dynamic global talent market. We leverage data, technology, and our deep industry expertise to connect the right talent with the right opportunities.

Personal data of talents may also be shared with other entities of the Randstad Group if talents wish to explore new opportunities in Randstad markets outside their current location and explicitly choose to share their personal data with other regional markets by signing up for this. This data exchange is carried out to enhance career opportunities for the talent within the Randstad network.

External partners for service provision:

- with Randstad clients. In the context of our Services, including recruitment and selection, for:

- ◆ Offering you more vacancies than those offered by the Randstad Group company with which you are in direct contact.
 - ◆ The selection of suitable candidates to respond to open vacancies and the onboarding process;
 - ◆ Proactive presentation of your profile and your CV subject to your prior approval;
 - ◆ The invoicing of the services;
 - ◆ Audits with contractors or clients.
- with third parties providing **HR-related services** to use
- with third party **providers of IT-related services** (e.g. we use an external provider to support our IT-infrastructure; e.g. an important part of our software and databases sit in a cloud-environment which is operated by a third party service provider).
- with third parties providers of **marketing-related services** (e.g. we may store your personal data in a cloud-based CRM-application that is hosted and provided by a third party service provider; e.g. when we use a third party service provider to organise an event we may share your personal data with that third party in order to invite you to that event).
- with **providers of professional services** (for example, our accountants, our tax advisors, our legal advisors).
- With **specialized companies who** conduct market research on topics that interest us as HR specialists.

Government and regulatory bodies:

- with **public authorities** (e.g. pursuant to applicable law Randstad must disclose personal data to the social security authorities and to tax authorities).
- with **law enforcement authorities, courts and regulatory authorities** (e.g. as part of a criminal investigation police services may require us to disclose personal data to them).

We may also provide your personal data to third parties:

- in the event that we sell or buy a business or assets, in which case we may provide your personal data to the potential seller or buyer of that business or those assets; or
- if all or a substantial part of our assets are acquired by a third party, in which case the Personal Data we hold about you may form part of the transferred assets.

When we share your personal data as described above, this personal data may be used both within and outside the European Economic Area (EEA) be transferred.

In the event that we your personal data If you transfer internationally, we will only do so in accordance with applicable law and will require an adequate level of protection for you. personal data is and that appropriate safety measures have been taken.

Your personal data may be transferred from countries located within the EEA to countries located outside of the EEA (such as the United States). In such cases, we will require that the following safeguards are observed:

- The laws of the country to which your personal data is transferred ensure an adequate level of data protection. Click [here](#) for the list of non-EEA countries that, according to the European Commission, provide an adequate level of data protection; or
- The transfer is subject to standard data protection clauses approved by the European Commission. More information about those data protection clauses is available [here](#); or
- Any other applicable appropriate safeguards under article 46 of the EU General Data Protection Regulation (2016/679).

For more information about the safeguards that we have implemented to protect your personal data internationally, please contact us at privacy@randstadexecutive.be

How we protect your personal data

We have technical and organizational security measures in place to protect your personal data from being accidentally lost, used, altered, destructed, disclosed or accessed in an unauthorized way. We limit access to your personal data to those who have a genuine business need to know it. Those processing your personal data are governed by Randstad's rules for information and IT security, data protection and other internal regulations and guidelines applicable to the processing of personal data.

While we have measures in place to protect your personal data, it is important for you to understand that 100% complete security cannot be guaranteed. Accordingly, we have procedures in place to deal with data security incidents and to comply with legal requirements applicable to the detection, handling and notification of personal data breaches.

Your rights regarding the protection of personal data

You have the following rights regarding your personal data:

Rights	What does this entail?
1. Right to information	You have the right to receive clear, transparent, and understandable information about how we use your personal data and what your rights are. Therefore, we provide you with the information in this notice.
2. Right of access	You have the right to access the personal data we hold about you. We want you to be aware of the personal data we hold about you and to be able to verify whether we process your personal data in accordance with applicable laws and regulations regarding the protection of personal data.
3. Right to rectification	If your personal data is inaccurate or incomplete, you have the right to request the rectification of your personal data.
4. Right to removal	This is also known as 'the right to be forgotten' and means that you can request the erasure or deletion of your personal data when there is no compelling reason to retain it. This is not a general right to erasure; there are exceptions.
5. Right to restriction of processing	You have the right to 'block' or suppress the further use of your personal data under certain circumstances. When processing is restricted, we can still store your personal data, but we may not use it further. We maintain lists of individuals who have requested to 'block' the further use of their personal data, to ensure that the restriction is respected in the future.
6. Right to data portability	You have the right to obtain your personal data in certain circumstances and to reuse it in a structured, commonly used and machine-readable format. Furthermore, when certain conditions are met, you have the right to such personal data To have it transferred directly to a third party.
7. Right to object to processing	You have the right to object to certain types of processing under certain circumstances. In particular, you have the right to object to the processing of your personal data based on our legitimate interests or for reasons of public interest; the right to object to processing for direct marketing purposes (including profiling); the right to object to the use of your personal data for scientific or historical research purposes or statistical purposes in certain circumstances.
8. Right to withdraw consent	If our processing of your personal data is specifically based on your consent, you have the right to withdraw that consent at any time. This includes your right to withdraw your consent for our use of your personal data in the context of voluntary employee surveys.

9. Right to object to automated decision-making	You have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning you or similarly significantly affects you. Automated decision-making occurs when an electronic system uses personal data to make a decision without meaningful human intervention. Certain exceptions apply to this right. For example, we may use automated decision-making when this is necessary for entering into or performing an agreement with you (pre-contractual or contractual necessity) or based on your explicit consent (when you have voluntarily given consent for such automated processing), provided that we implement appropriate safeguards, including: - the right to human intervention; - the opportunity to make your point of view known; and - the right to contest the decision or to request a review. If automated processing is necessary for entering into or performing an agreement, your objection to the use of such processing may, in some cases, make it impossible for us to enter into or continue the agreement. If automated processing is based on a legal basis other than contractual necessity (for example, consent), you retain the right to object or withdraw your consent at any time, and we will assess your objection in accordance with our personal data protection requirements. For more information, please refer to the chapter "HR technologies".
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If you wish to exercise one or more of the rights mentioned above, you can do so by sending an email to privacy@randstadexecutive.be

Such a request must clearly state which right you wish to exercise and, if necessary, the reason for doing so. The request must be dated and signed, and accompanied by a digitally scanned copy of your valid identity card as proof of your identity.

We will notify you immediately of the receipt of your request. If the request proves to be valid, we will grant it as soon as reasonably possible, and at the latest thirty (30) days after receipt. You should be aware that in certain cases (for example, due to legal requirements) we may not be able to fulfill your request immediately.

You have the right to lodge a complaint with a Data Protection Authority: Data Protection Authority (DPA), Drukpersstraat 35, 1000 Brussels, contact@apd-gba.be.

Changes to this personal data protection notice

We may update this notice from time to time. The date on which the last change was made can be found at the bottom of this notice. We recommend that you review this notice regularly so that you are aware of any changes.

Contact us

If you have questions about this notice or privacy issues, or if you wish to exercise your rights or would like more information about the measures we have taken to adequately protect your personal data when it is transferred outside Europe, please contact us via privacy@randstadexecutive.be

This notice was updated on 1 september