

## PRIVACY POLICY

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### THE PURPOSE OF THIS POLICY

Trust and transparency are the heart of PeterLily's culture. Therefore, we make a point of honour to respect our Privacy Policy and way of working regarding the management of personal data. In this context, we comply with the GDPR (General Data Protection Regulation – EU 2016/679 – 27 April 2016).

Through this policy, PeterLily is committed to providing you transparency for the management, treatment and security of your personal data.

Your privacy is yours ! That is why we want you to keep control of it. We inform you about your rights and how we will use them in this matter.



### WHY DO WE COLLECT YOUR DATA ? WHO IS RESPONSIBLE ?

Within the context of a mission entrusted by PeterLily we need to collect information about you. These data are treated for purposes of administrative management, of communication, linking, commercial proposals and billing. These data are collected with your agreement and according to the European and national laws on the data protection. According with the GDPR regulation, a register of data processing activities has been created.

PeterLily is responsible for maintaining the confidentiality of your data by ensuring compliance with the GDPR and ensuring a standard security system.

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### HOW DO WE TREAT YOUR DATA ?

Personal data are treated in the following cases :

- ✓ During a mission, with database or files containing data covered by GDPR :
  - The client provides materials needed to perform the work; in this case, no copy of data is made ;
  - The client or provider provides data for a specific assignment, these are stored, consulted, changed, combined to create a customised report, under responsibility of PeterLily who takes measures to ensure the security of data. These data is stored in paper and/or electronic files. When the assignment ends, data is kept for 5 years maximum and then deleted ;
  - Personal Data will be stored in paper and/or electronic format for a maximum of 5 years. Beyond this period, we consider that the data are no longer up to date to meet our needs. All data will be deleted after this time.
- ✓ In the context of an assignment, if your data has to be shared, it will be through a secure electronic information exchange system. We use, Microsoft Office 365 (One Drive) and for emails (Exchange) that are recognised as compliant in terms of GDPR in Europe and United States ;
- ✓ For the data collected through an employment contract, please refer to it.



## HOW DO WE PROTECT YOUR DATA?

With the exception of measures taken in a specific mission, the process puts in place limits as much as possible any contacts with personal data :

- ✓ The working material, passwords, and username provided by a client to a PeterLily Consultant stay confidential ;
- ✓ We make sure that all personal data given by clients or providers have been collected in a legal way and in compliance with GDPR ;
- ✓ A secure protection plan is in place : antivirus and firewalls, passwords with restricted access, secure external hard drives, encrypted email, data encryption ;
- ✓ Confidentiality clauses are inserted in each contract in which personal data could be treated. They resume modalities of saving and deleting these data ;
- ✓ We have attended GDPR trainings and continue to keep up to date with regulations to insure the best protection possible of personal data we treat;
- ✓ We inform our clients and providers and make our employees aware so that they can apply the rules ;
- ✓ The choice to IT suppliers is made according to their suitability with GDPR.



## WHO HAS ACCESS TO YOUR DATA ?

- ✓ PeterLily employees have access to your data for administration, treatment and management ;
- ✓ Some third parties process personal data on behalf of PeterLily in a context of specific tasks. With those organisations, who act as a subcontractor, we sign an agreement of confidentiality and do our best to ensure that your personal data are sufficiently secure ;
- ✓ If the treatment requires it [in recruitment for example] a consent form authorises PeterLily to share the data with potential or existing clients ;
- ✓ Your personal data will not be sold, rented, shared, or put into commercial use without your permission.



## HOW LONG WILL WE KEEP YOUR DATA ?

The legislator defines legal deadlines in certain areas, we will follow this one for the personal data :

- ✓ Social documents linked to employment contracts : during the execution of the contract + 5 years after the contract ends ;
- ✓ Accounting documents : 7 years ;
- ✓ Tax documents : 10 years ;
  - Collecting CV, Cover Letter, pictures, video, test/form/assessment centre, notes for recruitment, linked for a mission, ask from clients : during the execution of the contract or 5 years maximum. Personal Data will be stored in paper and/or electronic format for a maximum of 5 years. Beyond this period, we consider that these data are no longer up to date to meet our needs. All data will be deleted after this time.



## WHAT ARE YOUR RIGHTS ?

- ✓ At any time, you can give or withdraw your consent for the treatment and exchange of your data ;

- ✓ You have the right to ask what information about you is registered and request correction, if certain information is not correct;
- ✓ In case of serious data leak, we will inform the CVPV within 72 hours maximum via their website.



#### How to proceed to contact us ?

Send an email clearly indicating information that you want to consult at the following address :

- Email : office@peterlily.com
- Address: PeterLily, Office Manager, Avenue Louise 500 – 1050 Bruxelles
- Phone : 0485/54.32.03

We will respond by exporting and/or screening within a maximum of one month and we will make any relevant changes.

*Please note that Privacy Policy may be amended or completed at any time, including to comply with any legislative, regulatory, jurisprudential or technological change. In such a case, the date of the update will be clearly identified at the beginning of this declaration.*