

This Privacy Policy applies to all data processing activities carried out by **NXTPeople**.

We invite you to read this Privacy Policy together with our Cookie Statement and our Contractual Terms and Conditions so that you are aware of and understand the relevant policy applied by **NXTPeople**.

## **1. ABOUT THIS PRIVACY POLICY**

As a result of your commercial relationship or contact with **NXTPeople** or as a result of any visit to or action on our website, we may process personal data relating to you or your employees or agents.

This Privacy Policy describes (i) how we collect, handle and store your personal data; (ii) the rights that you may exercise in relation to your personal data; and (iii) the measures that we take to protect these rights and to safeguard your personal data.

**NXTPeople** respects your privacy and always strives to act in accordance with the applicable privacy legislation, such as (non-exhaustively): the General Data Protection Regulation 2016/679 of 27 April 2016 ("GDPR"); the Belgian Privacy Act of 30 July 2018; (iv) the ePrivacy Directive 2002/58/EC of 12 July 2002, including future amendments and revisions thereto; and/or (v) (future) national legislation relating to the implementation of the GDPR (collectively: "Privacy Legislation").

## **2. WHO IS RESPONSIBLE FOR THE DATA PROCESSING ?**

**NXTPeople NV**, with registered office at Wolvenstraat 23, 8500 Kortrijk and with company number 0439.600.535.

**NXTPeople** is the developer and provider of the **NXTPeople** platform and of the associated online services and is the owner of the Website.

With regard to the Privacy legislation, **NXTPeople** will act as the data controller of your personal data for the purposes described in this Privacy Policy.

## **3. NXTPEOPLE'S DATA PROCESSING ACTIVITIES**

Which personal data we collect, store and otherwise process, and the purpose for which we process this data, may differ depending on your relationship with **NXTPeople**. Specifically, we break this down into **five scenarios**:

- You are **browsing** our Website;
- You (wish to) receive **updates and newsletters** relating to **NXTPeople's** services and products (including the **NXTPeople** Platform);
- You are a **prospective client** and/or are seeking a commercial relationship with **NXTPeople**;
- Your company is **an active client** of **NXTPeople** and/or you are an authorised user of the **NXTPeople** Platform; or,
- You are or your company is a **partner** or **supplier** of **NXTPeople**.

### **3.1 You are browsing our Website**

#### **Contacting **NXTPeople** via the contact form on the Website**

- Purpose: to answer questions and/or start a conversation
- Personal data: first name, last name, e-mail address, company name, nature of the request, e-mail address, telephone number, information provided voluntarily, the IP address of your computer, the date and time you consulted the Website, the Website pages you consulted, the information you viewed, the data collected using cookies.
- Legal basis: consent
- Retention period: up to one year after your contact with **NXTPeople**

#### **Cookies**

When you browse our Website, we may also collect your personal data via cookies that are stored on your device(s) in order to optimise the functioning of the Website. Please refer to our Cookie Statement for more information.

### **3.2 You will receive updates and newsletters relating to **NXTPeople's** services and products**

#### **The **NXTPeople** newsletter | update**

- Purpose: providing you with more information regarding (new functions) of the **NXTPeople** Platform, our Services or related services
- Personal data: first name and last name
- Legal basis: consent or legitimate interest
- Retention period: until you have objected to the processing of your personal data for this purpose

### **3.3 You are a prospective client and/or are seeking a commercial relationship with **NXTPeople****

#### **Request for a personal demo**

- Purpose: scheduling your personal demo of the **NXTPeople** platform
- Personal data: first name, last name, company name, type of industry/sector, e-mail address, telephone number, country, preferred language,
- Legal basis: consent
- Retention period: until you have requested to no longer be contacted by **NXTPeople** or up to one year after your last contact with **NXTPeople**

#### **General communication with **NXTPeople** & prospecting by **NXTPeople****

- Purpose: To conduct quality conversations (via e-mail, telephone or business social media channels) during which **NXTPeople** provides more information on its services and the **NXTPeople** Platform
- Personal data: first name, last name, company name, type of industry/sector, e-mail address, telephone number, country, preferred language, information provided voluntarily
- Legal basis: consent
- Retention period: until you have requested to no longer be contacted by **NXTPeople** or up to one year after your last contact with **NXTPeople**

#### Registering for | attending an NXTPeople (networking) event

- Purpose: to gain an overview of the participants in the event, as well as follow-up communication after the event
- Personal data: first name, last name, company name, e-mail address
- Legal basis: consent
- Retention period: until you have requested to no longer be contacted by NXTPeople or up to one year after your last contact with NXTPeople

#### 3.4 Your company is an active NXTPeople client

We would like to point out that your company is the data controller for all personal data that is processed through the NXTPeople platform/the service during its use. NXTPeople merely facilitates the services and the platform. For more information, please refer to our Contractual Terms and Conditions and our Processor Agreement.

Please be aware of the fact that you should always keep your login details and password for your account on the NXTPeople platform safe and never pass them on to third parties.

##### General communication and (technical) support

- Purpose: to enable communication with and support for clients
- Personal data: first name, last name, position, telephone number, e-mail address, preferred language, information provided voluntarily
- Legal basis: necessary for the execution of the contract
- Retention period: up to one year after termination of the commercial relationship between your company and NXTPeople

##### Invoicing

- Purpose: preparation of invoicing for services rendered
- Personal data: first name, last name, address, position, company name, e-mail address, VAT number,
- Legal basis: necessary for the execution of the contract
- Retention period: up to one year after termination of the commercial relationship between your company and NXTPeople

##### Quotations

- Purpose: preparing quotations
- Personal data: first name, last name, address, company name, e-mail address, VAT-number
- Legal basis: legitimate interest
- Retention period: up to one year after termination of the commercial relationship between your company and NXTPeople

##### Setting up your NXTPeople account

- Purpose: setting up your account on the NXTPeople platform
- Personal data: first name, last name, company name, e-mail address, VAT number, login
- Legal basis: necessary for the execution of the contract
- Retention period: up to one year after termination of the commercial relationship between your company and NXTPeople

#### 3.5. You are | your company is a partner or supplier of NXTPeople

##### General communication and provision of services

- Purpose: communication in the context of our commercial relationship
- Personal data: first name, last name, company name, position, e-mail address, telephone number, preferred language, information provided voluntarily
- Legal basis: necessary for the execution of the contract
- Retention period: For the duration of your commercial relationship with NXTPeople and in any case in accordance with any (data processing) agreements entered into with NXTPeople)

##### Invoicing

- Purpose: invoicing of services rendered
- Personal details: first name, last name, address, position, name of company, e-mail address, VAT number
- Legal basis: necessary for the execution of the contract
- Retention period: for the duration of your commercial relationship with NXTPeople and in any case in accordance with any (processing) agreements entered into with NXTPeople

#### 4. LEGAL BASIS

More information on the applicable basis for each of the aforementioned processing activities can be found in Article 3 above.

In the event that the legal basis for processing is a legitimate interest, NXTPeople will always (i) assess whether this is proportionate to the purpose for which your personal data has been collected and used; and, (ii) take into account your reasonable expectations and ensure that this is in balance with your fundamental rights and freedoms. If we cannot guarantee this, we will stop storing and/or using your personal data or establish a new legal basis.

#### 5. RETENTION PERIOD

More information on the retention period for each of the data processing activities listed can be found in Article 3 above.

#### 6. DISCLOSURE OF PERSONAL DATA TO THIRD PARTIES

**NXTPeople affiliated companies.** NXTPeople may disclose your personal data to its affiliated companies in the context of support or assistance services.

**Other third parties.** NXTPeople will not provide your personal data to other third parties, unless this is necessary to realise the purposes described in this Privacy Policy. In this context, (some of) your personal data may be provided to:

- Payment providers (e.g. to process payment or to detect/prevent money laundering or fraud);
- Software and cloud providers (to facilitate hosting of (the data in) the NXTPeople Platform); and,
- Freelancers or other service providers (e.g. to assist in the development of the NXTPeople Platform).

NXTPeople will ensure that the necessary contracts or similar legally binding acts are in place to ensure that these third parties handle your personal data in accordance with the Privacy Legislation.

In addition, we may pass on your personal data:

- to competent authorities: for example, because (i) we are required to provide your personal data by law or in the context of (future) legal proceedings, or (ii) this is necessary to protect our rights; or
- in the context of mergers and acquisitions: that is, if NXTPeople or the majority of its assets are acquired by a third party, in which case your personal data - collected by NXTPeople - may be one of the transferred assets.

## **7. CROSS-BORDER PROCESSING OF PERSONAL DATA**

In the event that one of the aforementioned third parties or other recipients is located in a country **outside the European Economic Area**, NXTPeople shall ensure that one or more of the listed EU-approved safeguards are in place:

- European Commission adequacy decision;
- Data transfer agreement (cf. the model contractual clauses set out in the European Commission Implementing Decision (EU) 2021/914 of 4 June 2021, including the implementation of a transfer impact assessment);
- Binding corporate rules;
- Certification mechanisms.

## **8. YOUR PRIVACY RIGHTS**

The Privacy Act provides you with certain rights in relation to your personal data with regard to NXTPeople. You can exercise these rights via the NXTPeople website.

### **8.1 You can view your data**

If you wish to view the personal data that we process about you, you may do so by exercising your right to access.

NXTPeople will provide you with as complete an overview as possible of the personal data that is kept about you. We can already confirm that no special categories of personal data are held (such as race, ethnic origin, health data, data concerning sexual orientation, etc...).

### **8.2 You can have your data corrected**

If there are any changes in your personal details (such as name, address, e-mail address, etc.), you can always have it corrected or completed.

### **8.3 You can have your data deleted**

If you believe that we are processing certain personal data on an unlawful basis, i.e. without having a proper purpose for doing so, you can ask to have your personal data erased. Removal of your personal data will only be possible to the extent that such removal does not prevent the execution of any (form of) contract.

### **8.4 You can ask for the processing of your personal data to be restricted**

If your data is incorrect and you have asked for it to be amended, or if you believe that we are processing your personal data on an unlawful basis, you can ask for the processing to be restricted.

This means that we may only continue to process your personal data with your consent. We may continue to store your personal data, but may not carry out further processing with it without your consent, except in the context of legal proceedings, for the protection of natural or legal persons or for important reasons of public interest.

### **8.5 You can ask for your personal data to be transferred directly to a third party**

If you wish, you can ask us to transfer the data you have provided to us to you or directly to a third party. The Regulation does provide some restrictions on this right, so that it does not apply in all cases. This must of course be examined on a case-by-case basis.

### **8.6 You can sometimes refuse to allow your data to be processed in a fully automated manner**

Some data processing operations and processes are fully automated without human intervention. However, we do not use this with regard to the processing of your personal data.

Should this nevertheless be the case, and if you do not agree with such a fully automated process, you can object to your personal data being processed in this way.

Here too, there are a number of exceptions, which must be assessed on a case-by-case basis.

### **8.7 You can withdraw your consent**

When your personal data is processed on the basis of consent (see Article 3), you may withdraw this consent at any time. We will then have to delete your personal data.

## **9. SECURITY**

NXTPeople undertakes to take reasonable, physical, technological and organisational precautions to prevent (i) unauthorised access to your personal data, and (ii) the loss, misuse or alteration of your personal data.

Notwithstanding NXTPeople's Security Statement, the checks it carries out and the actions it proposes to take in this respect, an infallible level of security cannot be guaranteed. As no method of transmission or dispatch over the Internet, nor any method of electronic storage, is 100% secure, we are unable to guarantee absolute security.

Finally, the security of your account will also depend in part on the confidentiality and complexity of your password. NXTPeople will never ask you for your password, which means that you will never have to disclose it personally. NXTPeople strongly recommends that, should you become aware that someone has gained access to your account, you change your password immediately and contact us.

## **10. UPDATES**

We have the right to update this Privacy Policy by posting a new version on the Website, in which case we will always mention the revision date. It is therefore strongly recommended that you check the Website and the Privacy Policy page regularly to ensure that you are aware of any changes.

## **11. NOTIFICATIONS, QUESTIONS AND COMPLAINTS**

Notifications regarding this Privacy Policy (such as exercising your rights as a data subject) and/or questions or comments regarding the provisions of this Privacy Policy may be submitted using the contact form on the Website.

## **12. COMPLAINTS ?**

Are you dissatisfied with the way in which we collect, store or otherwise process or safeguard your personal data? We are sorry to hear that and are willing to take all steps to remedy the situation. Please contact us as indicated above.

You also have the right to lodge a complaint with the competent supervisory authority (i.e. the Belgian Data Protection Authority or the data protection authority of (i) your place of residence or (ii) your place of work) if you believe that the processing of your personal data is in violation of the Privacy legislation. You can send an e-mail to the Belgian Data Protection Authority at [contact@apd-gba.be](mailto:contact@apd-gba.be) or any other e-mail address provided by the Belgian Data Protection Authority (<http://www.gegevensbeschermingsautoriteit.be/burger/acties/contact>).