Privacy Policy

THALERIA

PRIVACY POLICY

Last Modified: 13th December 2023

INTRODUCTION

In Thaleria, we are committed to processing your personal data responsibly. In this Privacy Policy, you will find allrelevant information about how we use your personal data, when you interact with us in our website, through our social media channels or other channels.
We are transparent about the processing of your information to help you understand what personal data we collect about you, why we collect it, and what we do with it.

This privacy policy is intended for you, whether you are a prospective candidate, client or simple visitor, or already a consultant at Thaleria, an established customer or one of our partners..

Please read our Privacy Policy carefully and, in case you have any questions, contact us by sending an email to: privacy@thaleria.com.

1. WHO IS RESPONSIBLE FOR PROCESSING YOUR PERSONAL DATA?

The data controller of your data is Thaleria SA, incorporated and registered in Belgium, VAT number: BE0704867821, with registered office located at Avenue des Arts 56, B-1000 Brussels, Belgium, Telephone: +32 486 83 92 05 and info@thaleria.com.

References to “Thaleria”, “we”, “our” or “us” in this privacy notice mean Thaleria SA.

Thaleria will be responsible for the personal data obtained from you, for example, when you fill in any of our web forms or contact us through our social media channels.

2. WHEN AND FOR WHAT PURPOSE DO WE PROCESS YOUR PERSONAL DATA?

We collect your personal data in the following cases:

- You contact us for general enquiries;
- You apply for an open position in our Website or LinkedIn page;
- You made your data public on social media or other channels to inform that you are looking for a job;
- You provide your data to our us written or oral form, for example by email, by phone or at recruitment events by handing over your business card or any relevant personal documentation;
- We may also obtain your data via referrals through our referral program or from third-party partners and platforms.

PURPOSE	INFORMATION
1. **To reply to your questions or enquiries**	If you contact us by web forms, email, phone calls, social media or any other channel, we process your data to provide the requested information.

2. **The performance of the human resources service for recruitment and personnel management**	• To include you in our candidate internal system, which is accessible to Thaleria's and Customers' recruiters, to select the suitable candidates for the job positions; • To assess your suitability as a candidate to find the right position for your profile; • To submit your profile to our Customers; • Enter and maintain a job relation with you by carrying out the relevant administrative tasks; • To include you in our HR platform, which help us to manage your job contract; • To comply with our legal obligations according to labour, tax and security laws.

3. **WHAT IS THE LEGAL BASIS TO PROCESS YOUR DATA?**

We collect personal information from you only when we have your consent to do so, when we need the personal information to perform a contract with you, or when the processing is in our legitimate interests and not overridden by your data protection interests or fundamental rights and freedoms. In some cases, we may also have a legal obligation to process your personal information.
The legal basis for collecting and using your data will depend on the personal information concerned and the specific purposes on which we collect it.

PURPOSE	LEGAL BASIS
1. **To reply to your questions or enquiries**	If you get in touch with or be contacted by our HR Service through the existing different channels, we process your data relying on: • Your consent you give us through specific forms to process your personal data; • A legitimate interest in addressing your questions or queries.

2. **The performance of the human resources service for recruitment and personnel management**	• Your consent you give us through specific forms to process your personal details in the framework of our recruitment activities; • Our legitimate interest in conducting our business and inform you regarding the job positions that we believe will be of interest to you; • The performance of the contractual relation when you enter into a professional contract with us or our Customers; • The legal obligations we must comply with in the framework of your job contract with us or our Customers.

4. **HOW LONG WILL WE KEEP YOUR DATA?**

The time for which we will keep your data will depend on the purposes for which we process them.

PURPOSE	RETENTION TIME
1. **To reply to your questions or enquiries**	We will process your data for the time necessary to address your queries and requests.
2. **The performance of the human resources service for recruitment and personnel management**	Candidates: Your personal data will be kept in our database as long as your job file is updated. The update occurs each time you or us take action concerning your file. Consultants: Your personal data will be kept in our database for a period of 10 years after the end of your employment contract to comply with social, fiscal and other legal obligations. Please inform if you have any specific legal obligations to retain the candidates' data for a certain period: e.g. candidates that undergo a security check. If there is no legal time limit, the retention period will be the strictly necessary to comply with the purpose for which the data were collected.

5. **WHICH OF YOUR PERSONAL DATA WE PROCESS**

We process only personal data that are strictly necessary to conduct our activities in the framework of recruitment and personnel management services, and, in particular, the following information:

- Identity and contact information: name, marital status, place of birth, country of residence, phone number, e-mail address;
- CVs and other information that may be of interest in the context of the evaluation of your suitability as a candidate, such as professional and academic information, work and salary expectations and references;
- Work permits and other information required on the basis of legislation of the employment of foreign employees;
- Any additional information that is requested by Thaleria's Customers or required by relevant laws.

6. **WHO DO WE SHARE YOUR PERSONAL DATA WITH?**

We may share your personal data with third parties for the purposes of legitimate business interests, compliance with a legal obligation, performance of the job contract or a task carried out in the public interest or situations similar to these.

In particular, we may disclose your personal data to the following third parties:

- Service providers for administrative tasks concerning your job contract;
- Various public bodies for labour, tax and security aspects concerning your job contract;
- Any other third party when we are obliged to do so by law or court order.

Finally, we inform you that the processing of personal data as described in our Privacy Policy may include data transfers outside the European Economic Area and therefore, to countries whose data protection laws are not as respectful of your rights as those of the countries of the European Union. In order to protect your personal data in accordance with European standards, we will sign standard contractual clauses, whenever necessary.

7. **WHICH ARE YOUR RIGHTS WHEN YOU PROVIDE US YOUR DATA?**

We undertake to keep your personal data confidential. The data protection law recognizes several rights to the individuals, which you must know and are entitled to exercise to protect your personal data.
Anyone has the right to obtain confirmation about whether we are processing personal data that concerns him/her or not, by sending an email to privacy@thaleria.com .
In particular, regardless the purpose of the processing and the legal basis we rely on to process your data, you have the following rights:

- Right to access to the data we are processing about you.
- Right to rectify the data we are processing about you. Please be aware that you have the legal duty to provide us with your own truthful, accurate and up-to-date personal data.
- Right to erase your personal data to the extent that they are no longer necessary for the purpose for which we need to keep processing them, or when we are no longer legally permitted to process them.

If you have given us your consent to process your data for any purpose, you also have the right to withdraw your consent at any time.
Where the processing of your data is based on our lawful interest, you will also have the right to object to the processing of your data.

Under certain circumstances, you can have right to request the restriction of the processing of your data. In such cases we will only store your personal data for exercising or defending against any possible claims.

Under certain circumstances, you have the right to of portability, which means to receive your personal data in a structured, commonly used and machine-readable format, in order to be transmitted to another data controller.

You can exercise your rights and withdraw your consent, if applicable, at any time by contact us at the following email address: privacy@thaleria.com.

We will respond to any request for the exercise of the data protection rights as soon as possible and, in principle, not later than one month. This period may be extended where necessary.

Finally, we inform you that you have the right to lodge a complaint before the Belgian Data Protection Authority https://www.dataprotectionauthority.be/citizen/actions/lodge-a-complaint, if you consider that the processing of your personal data does not comply with the GDPR.

8. **COOKIES AND MARKETING**

We do not use cookies other than those technically necessary in our website and platforms.

We don't process any personal data for marketing purposes.

9. **CHANGES TO THE PRIVACY POLICY**

We may amend the information contained in this Privacy Policy from time to time in order to reflect how we are processing your data. If we introduce significant changes that are relevant to your privacy, we will send you a notice to your e-mail address in order to allow you to review the changes, assess them and, if applicable, object or unsubscribe from a service or functionality.