



# PRIVACY CHART

In order to comply with General Data Protection Regulation 2016/679 of 27 April 2016 (applicable since 25 May 2018 - "GDPR") and other applicable legislation on the matter, and to promote transparency, we invite you to read this "Privacy Chart".

The purpose of this Privacy Chart is to inform you of how Greenfish collects and uses your personal data, the purposes for which it is used and what you can do to control this use, etc. As part of its values, Greenfish undertakes to protect the privacy and personal data of any persons whose data it processes.

## **Persons concerned**

Greenfish processes personal data belonging to different people. If you have any doubts about how your data is processed or any other questions, please contact us:

[contactgdpr@greenfish.eu](mailto:contactgdpr@greenfish.eu)

### **1. If you are a candidate:**

Greenfish collects and processes the following personal data, which it obtains via the form on its website, from professional social media and job boards (LinkedIn, Monster, etc.) and/or at job fairs or other events organised by Greenfish:

- your personal identification data (last name, first name, address, etc.),
- your contact data (e-mail address, telephone number, etc.),
- the data in your resume,
- and any other data you have chosen to disclose to us.

This data is processed in Greenfish's legitimate interest to ensure the proper operation of its business, in order to assess your application with a view to potential recruitment. If your assessment is positive and you are offered a job, Greenfish will process your data to prepare your employment contract. Otherwise, we will keep your data for two years so that we can contact you if any future opportunities arise that appear to match your profile. As a consultancy firm, Greenfish may send some of the information on your CV to assessment centres and/or its current or potential clients, in order to assess your skills and/or identify an assignment that matches your skills and expectations.

In addition, at job fairs or events organised by Greenfish, photos and/or videos may be taken and used by Greenfish as part of its external communication (publication on social media or in the Newsletter). This data will be processed on the basis of your consent, to ensure Greenfish's visibility and to develop and maintain public and professional relations with you.

### **2. If you subscribe to our external newsletter(The Greenfisher):**

By subscribing to our Newsletter via our form or by any other means (contract, etc.), you agree that your last name, first name, e-mail address and the name of your company will be processed by Greenfish via the MailChimp platform, to keep you informed of Greenfish's activities and to develop and maintain professional relations with you. The MailChimp platform is based in the USA and participates in the Privacy Shield. If you unsubscribe from our Newsletter, your data will be removed within one month.

### 3. If you have taken part in or are involved in one of our events:

Based on your consent, Greenfish collects and processes the following personal data, which it obtains when you sign up via the online form and/or from professional contacts: your last name, first name, e-mail address, telephone number, current job and the name of your company.

This data may be used to invite you to future events. In addition, photos and/or videos may be taken at these events and used by Greenfish as part of its external communication (publication on social media or in the Newsletter). Greenfish processes this data so that it can organise its events properly, ensure its visibility and develop and maintain professional relations with you.

### 4. If you work for one of our suppliers:

Greenfish collects and processes the following personal data, which it has obtained from the supplier itself, from prior professional contacts and/or via the supplier's website: your last name, first name, e-mail address, telephone number and the name of your company. This data will be processed as part of our supplier management, in Greenfish's legitimate interest to ensure the proper operation of its business.

### 5. If you work for one of our clients or prospective clients:

Greenfish collects and processes the following personal data, which it obtains from the client itself, from prior professional contacts and/or from the client's website and/or from professional social media (LinkedIn, etc.): your last name, first name, e-mail address, telephone number, position or professional activity and the name of your company. This data will be processed as part of our client management, in Greenfish's legitimate interest, to ensure the proper operation of its business.

### 6. In all cases:

Only the relevant departments in Greenfish and its IT service providers have access to your data. With the exception of the data required to send you the Newsletter (see above), your personal data will not be transferred outside the European Economic Area. Moreover, unless a different time limit is stated above, your data will be kept for as long as is necessary to complete the purpose of its processing.

## Rights of the persons concerned

In accordance with the terms and conditions of the GDPR, you have the right to:

- Obtain confirmation that your data has been processed and information on the processing performed;
- Correct any data that is inaccurate;
- Remove your data;
- Restrict the processing of your data;
- Exercise your right to data portability, which means the right to ask us to transfer your data either directly to you or to another processing manager;
- Remove your consent to processing (however, this will not affect the legality of the previous processing activities);
- Object to any use of your data for reasons relating to your specific situation;
- File a complaint with the [Supervisory Authority](#).

To exercise your rights, you can contact us at the following e-mail address: [contactgdpr@greenfish.eu](mailto:contactgdpr@greenfish.eu)

## Cookies used on our website

Our website uses "cookies". Cookies enable us to improve your browsing experience on our website. Please read the « [Cookie Policy](#) » on our website, which provides more information about this.

## Note

We have the right to modify this Privacy Chart at any time, in order to comply with the law or to reflect a change in our business. We will notify you of this by publishing the new version of our Privacy Chart on our website, stating the new effective date. Please therefore take regular note of these updates.

## Contact

For any questions about this Privacy Chart, please contact us at the following e-mail address [contactgdpr@greenfish.eu](mailto:contactgdpr@greenfish.eu).

You can also contact us by post at our head office address: Greenfish, Avenue Louise 279, 1050 Brussels.