

Privacy statement for business relations

(customer, prospect, supplier, consultant, influential, ...)

At Tempo-Team Childcare we attach great importance to protecting the personal privacy of all people whose data we compile. We treat and protect this data with the utmost care, in accordance with the applicable laws in Belgium¹.

We do everything to protect the data supplied to us against loss, destruction, publication, unauthorised access or improper use.

In this privacy statement we explain who we are and why we require your personal data, which data we compile, how and for how long we process it, who we can pass it on to, what your rights are and how you can exert them.

This privacy statement is intended for you if you are:

- a business relation of Tempo-Team Childcare, hereinafter referred to as business relation :
 - a contact at one of our (potential) customers of one or more services of Tempo-Team Childcare;
 - a contact at one of our (potential) suppliers;
 - an external consultant or a contact of one of our external audit or consultancy companies;
 - a contact who was given as a reference by applicants as part of candidacy for a vacancy at Tempo-Team Childcare;
 - a contact of any authority (company, government, professional organisation of employers or employees, school, university, partner, etc.) with whom we (wish to) enter into a form of contact or collaboration and whose personal details we compile.

If you choose to provide us with information voluntarily, we will use this information in accordance with this privacy statement.

A. Who we are

Tempo-Team Childcare SA is part of the Tempo-Team Group. This Group also include : Tempo-Team nv, Tempo-Team at Home

¹ These are the Act of 8 December 1992 on the protection of privacy with regard to the processing of personal data (Privacy Act) and Regulation (EU) 2016/679 of the European Parliament and the Council of 27 April 2016 on the protection of natural persons in relation to the processing of personal data and the free movement of this data (GDPR).

nv (Tempo-Team Dienstencheques), Tempo-Team Construct nv, Tempo-Team Professionals nv (Exselsia) en Randstad Group Belgium nv.

Tempo-Team Childcare is established at 1082 Brussels, avenue Charles V, 586 box 8, and is responsible for the processing of your personal data (Data controller in the meaning of the Data Protection Act).

B. When do we compile your personal details?

As business relations we collect your data from the moment you take the initiative to transmit them to us. This communication can be done by e-mail, sms, orally (by phone, in a Tempo-Team Childcare agency, during a visit within your company, during an event, a training, ...), by handing over your business card or in any other way. We also do this when your company (or your health insurance fund) or your organization identifies you to our services as a contact person for the services we offer.

We can also compile your data if it has been made publically accessible, or if you did this yourself on public/social media (e.g. LinkedIn) and this indicates that you are the right person for us to contact concerning our service.

C. Why do we need your personal details?

We compile your personal details for the objectives mentioned below and will not use this data for other purposes without informing you in advance and, if necessary, asking your permission.

We use your data as business relation as part of the presentation and realisation of our services presented to you personally or for your company or organisation, for the introduction and realisation of joint projects or partnerships, for the advocacy of Tempo-Team Childcare's interests, or as part of your service as a supplier or consultant.

More specifically, we use your personal details to, as the case may be,

1. be able to provide you with information about the services and other activities of Tempo-Team Childcare;
2. approach you for commercial offers, newsletters, events, workshops and other Tempo-Team promotions/marketing campaigns that may be of interest to you;
3. enter into a professional relationship with your company or organisation, to enter into and maintain a service agreement and to enable its execution ;
4. monitor and measure the quality of our services. To this end we ourselves, or a third party we have commissioned to do so, may ask you to take part in surveys and may use the obtained information and process it to improve the quality of our services;

5. meet management objectives, including providing management information, carrying out internal checks to prevent fraud and to carry out (internal/external) audits and accounting audits;
6. contact you in order to take references and assess the profile and the suitability of a candidate who has given us permission to approach you for this;
7. contact you in your position at a public institution (government, university, professional federation, etc.) to defend the interests of Tempo-Team Childcare;
8. allow you to exert your rights (also see point H) and to indicate later on that we acted upon these rights.

We use and process your personal details, depending on the type of processing, on the basis of:

1. **our (pre)contractual relationship and all related statutory obligations of Tempo-Team Childcare:** if we negotiate or enter into an agreement with you or your company or organisation, we need certain information from you or from a person involved in your company or organisation to be able to submit and discuss a suitable offer and to be able to prepare this agreement, draw it up and then carry it out correctly.
If you do not want your personal details to be processed as part of this, we cannot enter into service with you.
2. **the legitimate interest of Tempo-Team Childcare or of a third party:** if necessary, we use your details to meet justified interests of Tempo-Team Childcare or of third parties. This can be done, for instance as business relations, to offer and promote all services, and/or provide you with informative messages that are in line with what you can reasonably expect to receive from us in the context of our existing or possible future relationship. This can also be done for access or internal control and audits to guarantee the safety and continuity of our systems and partnerships. This legitimate interest is also present when we need to file your data as part of establishing, implementing or substantiating a possible legal procedure.

D. Which of your personal details do we process?

We first and foremost process your personal details necessary to enable the correct execution of our services: your name and surname, your professional address and your professional contact details (telephone or mobile phone number and e-mail address).

Additional data (e.g. job, job title, competence, etc.) is not always necessary but may be useful as part of further developing our business relations or to better align our services and commercial actions to your interests, wishes and needs.

Other data is fully optional and only focuses on maintaining a good personal relationship with you (e.g. your birthday, your hobbies, etc.). If you choose to share these personal details with us then we can process this in our database.

We advise you to pass on any changes in your personal details as soon as possible.

E. Who do we share your personal details with?

Only if necessary for the realisation of objectives mentioned under point C, for the execution of the existing agreement, observing the statutory requirement (of Tempo-Team Childcare or of a third party) or the protection of a justified interest (of Tempo-Team Childcare or of a third party) can Tempo-Team Childcare transfer some of your personal details:

As business relations :

1. to all other partnerships of the Tempo-Team Group in Belgium for among other reasons:
 - the realisation of the objectives of our professional relationship;
 - internal service (administrative task such as processing performances of temporary employees, service vouchers, invoicing, customer and supplier accounting, credit control, etc.);
2. to the holding company of Tempo-Team Childcare, or other partnerships in the Tempo-Team group for among others:
 - management information;
 - internal audits;
 - internal services;
 - screening people as part of the European legislation on financial sanctions (financing terrorism);
3. to subcontractors or suppliers of Tempo-Team Childcare, for among others:
 - providing services or carrying out tasks and orders on behalf and at the expense of Tempo-Team Childcare (e.g. IT providers, cloud providers, research bureaus, entrance security access, etc.);
4. to our auditors, audit and certification agencies, for among others:
 - audit of our annual accounts;
 - obtaining and preserving certain certificates;
 - audit of subsidy dossiers (e.g. European Social Fund);
5. to various public bodies, in the context of inspections and investigations, such as, among others:
 - federal and regional inspection services and accreditation bodies;
 - social security departments;

- o tax authorities;

6. to all other third parties we are obliged to by law, court order or decree.

Tempo-Team Childcare will not sell, lease or make your personal details available for commercial purposes to third parties, unless you have given prior consent.

As Tempo-Team Childcare develops its business, Tempo-Team Childcare may sell or buy activities or assets. In case of a sale, merger, reorganization, dissolution or similar event, your personal data and other information may be part of the transferred assets.

If our suppliers process your personal details for Tempo-Team Childcare, they act as processors as laid down in the GDPR. We conclude a processing agreement with these processors and do everything in our power to ensure that they sufficiently protect your personal details.

Your personal details can in certain cases be passed on outside Belgium and the European Union. Tempo-Team Childcare takes the necessary contractual and technical security measures to ensure that all personal details passed on are adequately protected against loss or unlawful processing. For further questions about this, contact the Data Protection Officer (see further).

F. How long do we keep your personal details?

Your personal data are kept for the time necessary for the fulfillment of the purposes as described in point C and the fulfillment of our legal obligations.

G. Security measures?

Tempo-Team Childcare does everything in its power to optimally protect your personal details against unlawful use. We do this on the basis of physical, administrative and technological measures.

For example: only authorised persons get access to our offices and our systems, and access is limited to the systems they require for professional purposes. These people must know our internal policy on privacy and data protection and be able to apply it correctly. If and insofar as data is provided to third parties, Tempo-Team Childcare agrees with these third parties that they will also optimally protect the personal details.

H. What are your rights?

Tempo-Team Childcare processes your personal details in accordance with the stipulations of this privacy statement. As an involved party you have a number of rights you can exert at any time. You do this by using the form that we make available for you on our webpage Childcare

<https://www.tempo-team.be/nl/gdpr/gdpr-childcare>

<https://www.tempo-team.be/fr/gdpr/gdpr-childcare>



You can exert the following rights:

- **Right to object**

You can object to the processing of your personal details. You can only do this against processing based on the justified interests of Tempo-Team Childcare or of a third party (see higher in point C). In the exertion of this right you will have to submit the form indicating which processing you oppose and for which specific reasons. This is necessary in order to be able to make a correct balance of interest.

You can easily object to the use of your e-mail address for newsletters, promotions and marketing campaigns of Tempo-Team Childcare. In each e-mail you get from us in this regard, you always have the option of unsubscribing.

- **Right of access**

You can formally ask which personal details are processed about you.

- **Right to rectification (improvement and addition)**

You can request that the personal data objective (wrong address, misspelling in a name, ...) inaccurate or incomplete that you have provided us personally be corrected or completed by personally addressing your contact person.

- **Right to data portability**

You have the right to transfer the personal details you yourself have submitted to Tempo-Team Childcare in electronic form to yourself (via the e-mail address you give on your application form) or to a person with processing responsibility you indicated (via the e-mail address you give on your application form).

- **Right to erasure (right to be forgotten)**

In the cases provided in the GDPR, we will remove your personal details at your request.

- **Right to restriction of processing**

You have the right to obtain restriction of processing of your personal details if:

- You contest the correctness of your personal details (for the duration of the checking by Tempo-Team Childcare).
- The processing of your personal details by Tempo-Team Childcare would be unlawful, but you don't want to invoke your right to erase data.
- We no longer need your personal details for the purposes included in this privacy statement (point C), but you do need them for instituting, executing or substantiating a legal procedure.
- You made an objection against the processing of some of your personal details (for the duration of the balance of interest).

You can in principle exert your rights free of charge. To do this, use the form that we make available to you.

In the form you can find further instructions for filling in and sending your request. You may only exercise one right per form. Without a completed form, we will not process your request.

We will inform you in writing about what we are doing with your request at the latest a month after receipt of your completely filled in and properly sent form.

Depending on how difficult your request is or the number of requests we get from other people, this period may be extended by two months. In this case we will inform you about this extension within a month after receipt of your form.

In some cases (e.g. legal obligations, rights of others, periods of limitation, etc.) you will not be able to or be able to fully exert your rights. You will then get a message about this with the reason why we cannot or can't fully meet your request.

I. Cookies

On our website we use cookies and web statistics. We do this to view how visitors use our website. This information helps us improve the site. A cookie is a file stored on your computer. These cookies can be recognised during a future visit to our website. You can read more about this in our Cookie Policy on our website.

J. Questions, remarks, complaints and data leaks

If you have any questions, remarks or complaints about the protection of your personal details by Tempo-Team Childcare or about this privacy statement, contact the Tempo-Team Childcare Data Protection Officer via privacy@randstadgroup.be.

You also have the right to file a complaint with the Data Protection Authority (DPA) at the following address: Drukpersstraat 35, 1000 Brussels.

If you know about a data leak, or you assume a data leak, please immediately pass this on to us via information.security@Tempo-Team Childcaregroup.be.

K. Changes

Tempo-Team Childcare can for various reasons make improvements, additions or changes to this privacy statement. The most up-to-date version can always be viewed on the Childcare webpage

<https://www.tempo-team.be/nl/gdpr/gdpr-childcare>

<https://www.tempo-team.be/fr/gdpr/gdpr-childcare>

This version was drawn up in July 2018.