

Privacy Statement¹

MAINSYS²

1. Working together to protect privacy

Respecting privacy is important. MAINSYS processes the personal data that it holds in a lawful, appropriate and transparent manner. The aim of this Privacy Statement is to inform you of the personal data that MAINSYS uses, the reasons for which MAINSYS uses and shares it, the storage period and how to exercise your rights in relation to such data. MAINSYS recommends that you read this statement carefully to find out for what purposes MAINSYS uses the personal data.

2. What is personal data?

Any information relating to an identified or identifiable natural person. Identification may be through the information alone or in conjunction with any other information. Data which is not able to identify an individual is therefore not considered as personal data.

The processing² of personal data is governed by the General Data Protection Regulation 2016/679 - the "GDPR". This privacy statement also takes into consideration specific national laws.

3. Who is the data controller?

MAINSYS is the controller of the personal data³.

4. How does MAINSYS process the personal data?

MAINSYS complies with its obligations according to the GDPR and specific national laws by keeping personal data up-to-date, storing and destroying it safely, not collecting or storing excessive quantities of data, not collecting or storing sensitive personal data, protecting personal data against loss, abuse, unauthorised access and disclosure, not exercising automated decision-making and ensuring that appropriate technical measures are in place to protect personal data.

A relationship with MAINSYS assumes that you have given your authorisation (consent), where necessary, for the processing mentioned in this statement in terms of respecting privacy. If you do not agree with the way in which MAINSYS collects and processes your personal data, MAINSYS recommends that you take the necessary steps, e.g. notifying it through the channels provided for.

¹ Version 1.0.

² MAINSYS Engineering sa/nv and subsidiaries.

³ The natural or legal person who determines the purposes and means of the processing.

5. MAINSYS uses the personal data for the following purposes:

- General administration and staff management
- Recruitment management
- Securing infrastructures
- Commercial management
- Tax, accounting and reporting
- Management of suppliers and third parties
- Combatting fraud, offences and money laundering

MAINSYS reserves the right based on future possible developments to add new purposes, remove them or make changes to them.

6. What is the basis for processing your personal data?

Processing is necessary for the performance of a contract or for contact with a person or in order to take measures to conclude a contract or enter into a contract.

Processing is also necessary in the legitimate interest of the controller or by a third party (e.g. a processor), except where such interests are overridden by the interests, rights or freedoms of the individual.

As a commercial company, MAINSYS has a certain number of legitimate interests that constitute the basis for processing personal data. In this respect, MAINSYS shall ensure that the impact of using personal data on the privacy of the data subject is minimised and that, in any case, the legitimate interests of MAINSYS remain proportionate to the impact that maintaining them has on privacy. If data subjects nevertheless object to this personal data being processed, they may exercise their right to object.

When the processing of personal data concerns a job application, it is necessary to take measures before concluding an employment contract and it is in the interest of MAINSYS to assess and evaluate the candidate before making any offer of employment. In the event of a decision not to hire, MAINSYS will store the candidate's personal data in order to contact the candidate if future employment opportunities appear to match the candidate's profile, unless the person objects to this.

MAINSYS shall store and process personal data concerning commercial-type entities only for the purposes of commercial exchanges and actions in connection with its activities, unless the person objects to this.

7. Sharing your personal data

Personal data will only be processed for the purposes determined by MAINSYS as part of the management of its business. MAINSYS will not under any circumstances use the personal data for commercial purposes by selling or renting it to third parties.

For recruitment and staff management, the personal data will only be shared with third parties, including for example:

- the processors for the management of salaries, annual leave, mobility, phone use, recruitment and selection, temporary work, etc.;
- insurance companies (e.g. group insurance, hospital insurance);
- social and tax authorities and organisations;
- ...

Before disclosing information to processors, MAINSYS shall ensure that all the processors observe the standards imposed by the General Data Protection Regulation.

8. How long do we keep your personal data for?

MAINSYS uses the individual's personal data for clearly defined purposes.

The storage period of such data is related to our legal and contractual obligations or legitimate interests.

9. Your rights and personal data

- The right to request a copy of your personal data that MAINSYS keeps about you.
- The right to request MAINSYS to correct any personal data if it is inaccurate, obsolete or incomplete.
- The right to request the erasure of your personal data when it is no longer necessary for MAINSYS to store such data.
- The right to request that your personal data is no longer used for certain purposes.
- The right, in case of a dispute related to the accuracy or processing of your personal data, to request that a restriction is placed on subsequent processing.
- The right to request that the personal data is no longer processed when the processing is detrimental to the interests, rights or freedoms of the individual.
- The right to withdraw your consent given for the processing of your personal data.
- The right to the portability of your data, if this right applies, so that the personal data that you have provided is returned to you or, where technically feasible, transferred to a third party.

- The right to lodge a complaint with the supervisory authority for the protection of personal data.

10. Protecting personal data

MAINSYS shall ensure that strict rules are followed and that the processors concerned only have the personal data which they need to carry out their processing and that the personal data is processed securely and confidentially.

MAINSYS shall take internal technical and organisational measures to prevent personal data from being transmitted to unauthorised third parties or accidentally amended or deleted. Strict security measures are in place to protect the premises, servers, network, data transfer and personal data itself.

11. Changes

MAINSYS may amend this Privacy Statement according to changes in the relevant legislation, as part of new legitimate interests, or to reflect changes in commercial strategies, in accordance with laws on data privacy and protection.

12. Contact details of the controller

For any information, request or other concerning this policy, please contact our Data Protection Representative by e-mail to dpr@mainsysgroup.com or by letter for the attention of this representative at the following addresses:

Mainsys Engineering s.a.
FAO Data Protection Representative
Place du Champ de Mars 5 b21
1050 Brussels
Belgium

Mainsys France sas
FAO Data Protection Representative
Rue de Madrid 22
75008 Paris
France

Mainsys Luxembourg s.a.
FAO Data Protection Representative
Rue de Merl, 63-65
L – 2146 Luxembourg
Luxembourg

M6BC Portugal – Consultoria Gestão Informática LDA
FAO Data Protection Representative
Avenida de Liberdade, n° 36, 6°
1250 145 Lisbon
Portugal