

**APPLICANTS' PRIVACY POLICY B.I.G.**

This Applicants' Privacy Policy (hereinafter: "**Applicants' Privacy Policy**") governs the processing of your personal data by Beaulieu International Group NV (hereinafter: "**B.I.G.**") as part of your application for a job at B.I.G. or any of its affiliates, either through the use of the jobsite (<http://careers.bintg.com>) (hereinafter: "**the Jobsite**") or the SuccessFactors website (hereinafter: the "**SuccessFactors Website**") or by any other means, and your subsequent communication with us with us via e-mail, telephone, fax and social media (hereinafter: "**Social Media Channels**"; for example without being limited to Facebook, LinkedIn, Twitter, Pinterest, Google+, Instagram, ...) in relation to any job offers.

When referred to, the "**Websites**" shall mean all websites of B.I.G. and its affiliates as modified from time-to-time.

This Applicants' Privacy Policy relates to the specific processing of personal data of applicants applying for a job at B.I.G. or its affiliates. For our general policy in relation to the use of our Websites and our communication with you in any other capacity than as a job applicant, we kindly refer to our General Privacy Policy: <https://dam.bintg.com/brochure/15b31221-1f3c-455c-a8ae-6b3acfc01c1f>

If you want information on how we process personal data via cookies, social plug-ins, pixels and other types of tracking technology on our Websites, we kindly refer to our Cookie Policy: <https://dam.bintg.com/brochure/0065a78c-211e-4d48-85a2-0c4c31a9fdb9>

**By using the form on the Jobsite or the SuccessFactors Website, clicking the checkbox, and submitting your application after having been informed about this Applicants' Privacy Policy in the disclaimer of the Jobsite or SuccessFactors Website, you acknowledge that you have read this Applicants' Privacy Policy carefully and that you agree with it without reservation.**

## 1. IN GENERAL

- 1.1. Your personal data are processed by Beaulieu International Group N.V., Kalkhoevestraat 16 bus 0.1, 8790 Waregem, Belgium with corporate registration number 0442.824.497, RPR Ghent, Kortrijk division and its affiliates (hereinafter: “B.I.G”, “we”, “us”, “our”). You can contact us via e-mail at [privacy@bintg.com](mailto:privacy@bintg.com).

**Explanation:**

This is the entity responsible for the processing of your personal data as covered in this Applicants’ Privacy Policy.

- 1.2. Any notion starting with a capital shall be defined by explicit reference in this Applicants’ Privacy Policy. Where possible given the context, singular words shall be interpreted as also including the plural and vice versa.

**Explanation:**

To make sure we have the same understanding of what is written here, it is important that certain notions are interpreted in the same way by you and by us.

- 1.3. Where reference is made to certain laws or regulations, such reference shall also include any change, replacement or annulment of said laws or regulations, including any related executive decisions.

**Explanation:**

Laws tend to change from time to time, and we want to make sure that this Applicants’ Privacy Policy remains in line with any such changes.

- 1.4. B.I.G. reserves the right to modify, change or amend this Applicants’ Privacy Policy at its own discretion and from time to time. Such modification, change or amendment shall be communicated via the Jobsite and the SuccessFactors Website. If you do not accept the modifications, changes or amendments, you are to inform us by sending an e-mail to [privacy@bintg.com](mailto:privacy@bintg.com)

**Explanation:**

As any company, changes in laws, market circumstances, interests etc. may require us to change our Applicants’ Privacy Policy from time to time to ensure that it remains accurate.

If this happens, you are kindly asked to take note of the changes and to agree with them if you find them acceptable.

## 2. TYPES OF PERSONAL DATA WE PROCESS

2.1. Whenever you apply for a job with B.I.G or any of its affiliates, through the use of the Jobsite or the SuccessFactors Website or in any other manner, we collect the following personal data on you:

- your contact details and basic identity such as your name, e-mail address, phone number and postal address;
- resume-related information, such as former and current employer, work experience, education, skills, references, gender etc.;
- personal data pertaining to your nationality and your social security identity;
- any personal information you choose to upload as part of a document supporting your application.

**Explanation:**

Here, we explain which types of personal data we collect as part of your application process with us.

2.2. In principle, B.I.G. obtains the above-mentioned personal data directly from you. If, however, you choose to apply via an external recruitment agency, your personal data are received by B.I.G. via this external recruitment agency. In such case, depending on the situation, either this Applicants' Privacy Policy or the privacy policy of the external recruitment agency can be applicable. B.I.G. advises that you consult the privacy policy of your external recruitment agency to ascertain what data it processes about you, what the conditions for processing are and how you can exercise your rights vis-à-vis the external recruitment agency. B.I.G. will not send any of the personal data you provide via the Jobsite or the SuccessFactors Website or in any other manner to external recruitment agencies unless you explicitly consent to it.

**Explanation:**

We would like to make clear that we receive, most of the personal data we process, directly from you. However, when you apply through an external agency, we might receive information from them on your behalf. We have no control over what these parties do with your personal data, which is why we refer you to their privacy policies.

2.3. B.I.G.'s internal recruitment department may also add personal data pertaining to your application to your profile.

**Explanation:**

Here, we explain that for internal organization purposes we might add information to your profile.

2.4. The application process at B.I.G. and specifically through the application form on the Jobsite or the SuccessFactors Website is not meant to process personal data that can be construed as sensitive data. Sensitive data are personal data that pertain to your race or ethnicity, political affiliations, religious convictions, membership of a union, your health or sex life or criminal history. If and when such information becomes relevant as part of the application process, you will be specifically asked for it and be given the opportunity to consent to the processing of these sensitive data separately.

**If you nevertheless choose to upload or otherwise provide sensitive data, your uploading or provision of these data shall indicate your freely given, specific, informed, explicit and unambiguous written consent to the processing of these data in line with this Applicants' Privacy Policy.**

**Explanation:**

Here we explain that we do not aim to gather or process any sensitive information on you as a part of the application process, since we typically don't need to know this. Should it be relevant for us to know sensitive information, we will ask you for your consent again.

If you, however, choose to provide such sensitive information from the start, we will consider this to mean that you consent to the processing of this information for the purposes of dealing with your application. Since this information is superfluous (if it is not we will ask for it and ask separate consent), providing this information does not give you a better chance of getting the job, nor do we encourage applicants to provide sensitive information.

### 3. PURPOSE FOR PROCESSING

- 3.1. B.I.G. first and foremost processes your personal data to allow you to apply for interesting positions at B.I.G.

**Explanation:**

This means that we need your data in order to allow you to apply for a job and to conduct the internal selection process.

- 3.2. B.I.G. may also process your personal data in order for you to receive relevant and personalized information regarding future opportunities for employment at B.I.G. For this purpose, your personal data will be added to a so-called recruitment pool (the “B.I.G. Recruitment Pool”) and you can receive invitations for recruitment events within B.I.G. or its affiliates.

**Explanation:**

This provision is self-explanatory.

- 3.3. If an application process for a particular job at B.I.G. leads to a successful outcome, the personal data you provided, may be used for human resource purposes during your employment at B.I.G.

**Explanation:**

This provision is self-explanatory.

- 3.4. B.I.G. may process your personal data to perform statistical analyses so that it may improve its application and recruitment services and its service offering in general. Such processing shall take place in a pseudonymized manner where possible.

**Explanation:**

We may also use the information you provided to run statistics on how effective our recruitment is. We shall, wherever possible, use data that has been purified of direct identifiers such as your name or address.

- 3.5. B.I.G. processes your personal data to comply with legal obligations or to comply with any reasonable request from competent law enforcement agents or representatives, judicial authorities, governmental agencies or bodies, including competent data protection authorities.

Your personal data may be transferred upon B.I.G.’s own initiative to the police or the judicial authorities as evidence or if there are justified suspicions of an unlawful act or crime committed by you through your use of the Jobsite or the SuccessFactors Website or through any of B.I.G.’s other Websites, our Social Media Channels or other communication with us in relation to a (pretended) job application at B.I.G.

**Explanation:**

From time to time, we may be legally required to transfer your personal data to governmental authorities.

- 3.6. B.I.G. may process your personal data for the preservation of the legitimate interests of B.I.G., its partners or a third party if and when your use of the Jobsite or the SuccessFactors Website or your application in general can be considered (a) a violation of any applicable terms of use, (b) a threat to the security or integrity of the Jobsite or the SuccessFactors Website (c) a danger to the Jobsite or the SuccessFactors Website, B.I.G.'s other Websites, Social Media Channels or other communication channels or any of B.I.G.'s or its subcontractors' underlying systems due to viruses, Trojan horses, spyware, malware or any other form of malicious code, or (d) in any way hateful, obscene, discriminating, racist, slanderous, spiteful, hurtful or in some other way inappropriate or illegal.

**Explanation:**

Here we reserve the right to process your personal data if you use the Jobsite or the SuccessFactors Website, our other Websites, our Social Media Channels or other communication channels in any way that may harm B.I.G. or someone else or is illegal under the pretext of applying for a job at B.I.G.

#### 4. LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA

- 4.1. For processing your personal data under the conditions outlined in this Applicants' Privacy Policy, B.I.G. as the responsible party asks for **your consent**.

**Explanation:**

The law requires us to state precisely which legal basis we use to process your personal data, considering the purposes we have listed in the previous article.

B.I.G. first and foremost asks for your consent with its processing of your personal data when you fill out the application form on Jobsite or the SuccessFactors Website. By ticking the box with the disclaimer containing the link to this policy and submitting the application, you unequivocally and without reservation agree to the terms of the Applicants' Privacy Policy.

- 4.2. The processing of your personal data for the purposes outlined in clause 3.5 is necessary to allow B.I.G. to comply with its legal obligations.

**Explanation:**

Sometimes the law obliges us to process your personal data.

- 4.3. The processing of your personal data for the purposes outlined in clauses 3.2, 3.3, 3.4, 3.6 and 3.7 is necessary for the purpose of the legitimate interests of B.I.G., which are:

- continuous improvements to B.I.G.'s Websites, including the Jobsite and the SuccessFactors Website, Social Media Channels, and service offering, specifically in relation to the job application and selection process;
- keeping our Websites, including the Jobsite and the SuccessFactors Website, Social Media Channels, products and services safe from misuse and illegal activity;
- saving time and resources in order to run a more efficient business by re-using already available information where permitted.

**Explanation:**

We may also process your personal data for our own legitimate interests, which are mainly concerned with successfully conducting our business, as any other company would do.

## 5. RECIPIENTS

- 5.1. B.I.G. does not send your personal data in an identifiable manner to any third party without your explicit permission to do so. You will understand, however, that if you use our Social Media Channels for application purposes, your personal data is also processed by the social media providers.

**Explanation:**

We do not share your personal data with third parties unless you consent to it or unless we have anonymized your personal data. You will understand, however, that when you use Facebook for instance to communicate, Facebook also processes your personal data.

- 5.2. B.I.G. relies on third party processors to provide you the Websites, including the Jobsite and the SuccessFactors Website, as well as to process your personal data on our behalf in the framework of the purposes stipulated in article 3. These third party processors (such as without being limited to external recruitment agencies, freelance recruitment consultants, external assessors etc.) are only allowed to process your personal data on behalf of B.I.G. upon explicit written instruction of B.I.G. B.I.G. warrants that all third party processors are selected with due care and are obliged to observe the safety and integrity of your personal data.

**Explanation:**

Our Websites, including the Jobsite and the SuccessFactors Website, may be developed, maintained or hosted by third parties. Similarly, we rely on the services of third parties, such as cloud providers to process your personal data internally.

- 5.3. B.I.G. may share your personal data with other entities within the B.I.G. group of companies. However, we will ensure that all B.I.G. group entities will take due care that all processing of your personal data is in line with what is set out in this Applicants' Privacy Policy.

**Explanation:**

This clause is self-explanatory. You are also kindly referred to article 6 to understand how we ensure that all our entities take due care when it comes to the processing of your personal data.



## 6. LOCATION AND TRANSFER

6.1. B.I.G. processes your personal data first and foremost within the EEA. However, in order to process your personal data for the purposes outlined in article 3 above, we may also transfer your personal data to other entities within B.I.G. group or to third parties who process on our behalf and which are located outside the EEA. Each entity outside the EEA that processes your personal data, shall be bound to observe adequate safeguards with regard to the processing of your personal data. Such safeguards could be the consequence of:

- the recipient country having legislation in place which may be considered equivalent to the protection offered within the EEA; or
- of a contractual arrangement between B.I.G. and that entity. All B.I.G. entities are parties to a contractual arrangement based on the EC's Standard Contractual Clauses (controller-to-controller) (Commission Decision C(2004)5721).

**Explanation:**

We send your personal data to countries outside the EEA, because we share certain systems with other entities in our group of companies, or because we use a foreign service provider. We make sure, however, that your personal data are safe when we send your personal data to countries outside the EEA.

6.2. B.I.G. may transfer anonymized and/or aggregated data to organizations outside of the EEA. Should such transfer take place, B.I.G. will ensure that there are safeguards in place to ensure the safety and integrity of your data as well as all rights with respect to personal data you might enjoy under applicable mandatory law.

**Explanation:**

We may anonymize your data or combine it with data of others, thereby making it impossible to identify you. Such anonymous or aggregated information may also be transferred to countries outside the EEA.

## 7. QUALITY ASSURANCE

- 7.1. B.I.G. does its utmost to process only those personal data that are necessary to achieve the purposes listed under article 3.

**Explanation:**

We will strive to not process more personal data about you than we need for the purposes we have communicated to you.

- 7.2. Your personal data are only processed for as long as needed to achieve the purposes listed under article 3 of this Applicants' Privacy Policy or up until such time where you withdraw your consent for processing them. Note that withdrawal of consent will imply that you are no longer included in the selection process for the job(s) you applied for and that you will no longer receive interesting job opportunities at B.I.G. In accordance with the purposes stipulated in article 3 of this Applicants' Privacy Policy, your personal data will be added to the B.I.G. Recruitment Pool for a period of 2 years.

B.I.G. will de-identify your personal data when they are no longer necessary for the purposes outlined in article 3, unless there is:

- an overriding interest of B.I.G. in keeping your personal data identifiable;
- a legal or regulatory obligation or a judicial or administrative order that prevents B.I.G. from de-identifying them.

**Explanation:**

Here we explain how long we will keep your personal data in a way that allows us to identify you.

- 7.3. You understand that an essential aspect of the use of the Jobsite, the SuccessFactors Website or otherwise applying for a job at B.I.G. pertains to assessments of your professional as well as personal characteristics in order to find you a suitable position at B.I.G. or to determine your suitability for a given position at B.I.G. This means that B.I.G. builds a profile of you based on these relevant characteristics and then uses this profile. Note, however, that these assessments are never fully automated and require human intervention.

**Explanation:**

Here we make sure you understand that we make a qualitative assessment of you, because hiring the right person for the job requires us to do so.

- 7.4. B.I.G. will take the appropriate technical and organizational measures to keep your personal data safe from unauthorized access or theft as well as accidental loss, tampering, disclosure or destruction. Access by personnel of B.I.G. or its third party processors will only be on a need-to-know basis and subject to strict confidentiality

obligations. You understand, however, that safety and security are best efforts obligations only, which can never be guaranteed.

**Explanation:**

We are committed to keeping your personal data safe.

## 8. YOUR RIGHTS

8.1. You have the right to request access to all personal data processed by B.I.G. pertaining to you. B.I.G. reserves the right to charge an administrative fee for multiple subsequent requests for access that are clearly submitted for causing nuisance or harm to B.I.G.

**Explanation:**

In this article, we explain which rights you have vis-à-vis the processing of your personal data. The rights themselves are self-explanatory.

8.2. You have the right to ask that any personal data pertaining to you that are inaccurate, are corrected free of charge. If a request for correction is submitted, such request shall be accompanied of proof of the flawed nature of the data for which correction is asked.

8.3. You have the right to withdraw your earlier given consent for processing your personal data, in which case clause 6.2 will apply.

8.4. You have the right to request that personal data pertaining to you be deleted if they are no longer required in light of the purposes outlined in article 3 or if you withdraw your consent for processing them. However, you need to keep in mind that a request for deletion will be evaluated by B.I.G. against:

- overriding interests of B.I.G. or any other third party;
- legal or regulatory obligations or administrative or judicial orders which may contradict such deletion.

Instead of deletion, you can also ask that B.I.G. limits the processing of your personal data if and when (a) you contest the accuracy of that data, (b) the processing is illegitimate or (c) the data are no longer needed by B.I.G. for the purposes listed under article 3, but you need them to defend yourself in judicial proceedings.

8.5. You have the right to oppose the processing of personal data if you are able to proof that there are serious and justified reasons connected with his particular circumstances that warrant such opposition. However, if the intended processing qualifies as direct marketing, you have the right to oppose such processing free of charge and without justification.

8.6. You have the right to receive from us in a structured, commonly used and machine-readable format all personal data you have provided to us.

8.7. If you wish to submit a request to exercise one or more of the rights listed above, you can send an e-mail to [privacy@bintg.com](mailto:privacy@bintg.com). An e-mail requesting to exercise a right shall not be construed as consent with the processing of your personal data beyond what is required for handling your request. Such request should clearly state which right you

wish to exercise and the reasons for it, if such is required. It should also be dated and signed, and accompanied by a digitally scanned copy of your valid identity card proving your identity. If you use the contact form, B.I.G. may ask you for your signed confirmation and proof of identity.

B.I.G. will promptly inform you of having received this request. If the request proves valid, B.I.G. shall honor it as soon as reasonably possible and at the latest thirty (30) days after having received the request.

If you have any complaint regarding the processing of your personal data by B.I.G., you may always contact B.I.G. via the e-mail address listed in this clause.

If you remain unsatisfied with B.I.G.'s response, you are free to file a complaint with the competent data protection authority, i.e. the Belgian data protection authority. For more information, visit <http://www.gegevensbeschermingsautoriteit.be>.