General Data Protection Regulation (GDPR)

We undertake to process personal data in accordance with the General Data Protection Regulation in force since May 2018.

1. General

1.1 Your personal data are processed by B-Efficient SPRL, Plateau de l’Aigle, 10, 1474 Ways, Belgium, business number 0688 552 025. B-Efficient is responsible, alone or with the client company, for the lawful processing of your personal data, as described below.

1.2 You can contact us by e-mail at pdepaepe@b-efficient.be. The data processing controller at B-Efficient is Philippe Depaepe.

2. Categories of personal data processed

When you supply data to us, we process the following different categories of personal data:

 Identification and contact data: name and e-mail address

 Personal characteristics: gender and date of birth

 Psychological information: test results

 Education data: training level

 Professional data: sector, position, company

 Additional information concerning you, freely supplied by you.

3. Purposes of processing your personal data

If you use one of our questionnaires or tools in the context of a development plan or a personal and/or professional training plan, B-Efficient will use your personal data referred to in Article 2 of this Confidentiality Charter to assess and analyse your responses and to generate reports. Your personal data relating to the use of the instrument and the responses given, as referred to in Article 2 of this Confidentiality Charter, will be stored and used to develop collective responses and analyse the responses of groups of individuals. If necessary, the client company may use your personal data as referred to in Article 2 of this Confidentiality Charter as decision-making criteria with regard to your personal and/or professional development within the company.

4. Legal basis for the processing of your personal data

The analysis of your responses and personal data with a view to drawing up your personal and/or professional development plan is based on the need for an agreement between you and us concerning your development plan. If you use one of our tools at the request of a company, the processing is based on the need to defend the legitimate interests of the company. We request your authorisation for the storage and subsequent use of your responses and personal data by B-Efficient. We request your authorisation to process your personal data in the context of your use of our services and tools. You have the right to withdraw this authorisation. When we have to process your personal data in the context of takeover negotiations or other procedures relating to company law, or when we use your personal data to improve our services, produce general statistics and take security measures, we take our legitimate interests or those of third parties as a basis to process your personal data. When we process your personal data further to a court injunction or any other legitimate injunction, the processing of your personal data is based on the need to fulfil our legal obligations.

5. Parties to whom we pass on your personal data

Subject to storage by B-Efficient, your personal data are processed exclusively by B-Efficient and, where necessary, by the company. Third parties are not called upon in the context of this Confidentiality Charter. Your personal data may be received by potential buyers within or outside the European Union in the context of a possible takeover or similar transaction.

6. Place of processing

Your personal data are processed primarily within the European Union and the European Economic Area.

7. Quality

7.1 We do our utmost to process only the personal data that are necessary in order to achieve the objectives referred to in Article 3 of this Confidentiality Charter.

7.2 Your personal data will not be processed for longer than is necessary to achieve these objectives. Your personal data will be kept for up to two years after they have been collected. If you no longer wish your personal data to be processed, you can submit a request for deletion as provided for in Article 8.6 of this Charter.

7.3 We take the necessary technical and organisational measures to protect your personal data against all unauthorised access, inappropriate use, unauthorised dissemination or unlawful alteration, as well as against theft, manipulation or destruction.

7.4 Authorised persons only have access to personal data. This authorisation is recognised on the basis of the need to access the data in the context of the implementation, follow-up, communication and follow-up of projects of our tools and services.

8. Your rights

8.1 You have the right to know whether we are processing personal data concerning you or not and, if necessary, to request access to these personal data. If we refuse your request for access, we inform you of the reason for this refusal. If you submit this request on several occasions and these repeated requests adversely affect us, administrative compensation may be claimed from you.

8.2 You have the right to ask us to rectify, free of charge, any inaccurate personal data concerning you. Such a request must be accompanied by proof that the personal data to be rectified are indeed inaccurate.

8.3 You have the right, at any time, to withdraw the authorisation that you have previously granted us concerning the processing of your personal data.

8.4 You have the right to request that your personal data be erased if they are no longer needed to achieve the objectives set out in Article 3 of this Confidentiality Charter or if you withdraw your consent to their processing.

We will respond to your request taking into account:

 The interests of B-Efficient or any third party and

 The legal obligations opposing the erasure of personal data.

8.5 You have the right to request to receive all the personal data that you have supplied to us in a structured, commonly used and readable form.

8.6 If you would like to exercise one or more of the rights laid down in this article, you can do so by sending an e-mail to pdepaepe@b-efficient.be. An e-mail containing a request to exercise a specific right may not be interpreted as authorisation to process your personal data, except insofar as is necessary to process your request. Your request must clearly indicate the right or rights that you wish to exercise and, if necessary, the grounds and justification for your action. The request must be dated, signed and accompanied by a digital copy of a valid identity card to prove your identity. We will acknowledge receipt of your request immediately. If this request is justified, we will fulfil it as soon as possible and at the latest thirty (30) days after receipt. If you have any complaints concerning the processing of your personal data, please contact us via the e-mail address given above. If you are still not satisfied, you have the possibility of submitting a complaint to the competent data protection authority.