

ADE Privacy Notice

Introduction

ADE S.A., registered in 1348 Louvain-la-Neuve, rue de Clairvaux 40 /B101, Belgium, TVA BE0439825021 (hereafter referred to as “ADE”, “we”, “us” and “our”), is committed to protecting your privacy. This Notice explains how we collect, use and disclose the personal information relating to our customers, suppliers, business partners and other individuals.

This Privacy Statement is applicable to the processing by ADE of all personal data of its customers, clients, suppliers, business partners and other individuals. This Privacy Statement does not address the processing of personal data of employees in the context of their employment relationship with ADE.

This Notice may change from time to time. You are advised to review this Notice periodically. The most up-to-date Privacy Statement is published on our website.

If you have any questions, feel free to get in touch via one of the methods set out in the [Contact us section](#) below.

This documents contains the following information:

1. What personal information do we collect about you?
2. How do we obtain your personal information?
3. How do we use your personal information?
4. On what basis do we use your personal information?
5. With whom do we share your personal information?
6. Transfers of your personal information outside of your home country
7. Protecting your personal information
8. How long will we keep your personal information?
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1. What personal information do we collect about you?

In the course of your relationship with ADE, we collect and generate information about you. This information may include:

- *Contact information* – office address, professional email address; and professional phone number(s) and
- *Your basic information* – such as your name (including name prefix or title) and surname; your gender and your position (including a description of your current and/or former position, your title, your unit/department)

- *Marketing and Communications Data* – includes your preferences in receiving marketing from us and our third parties and your communication preferences
- *Technical Data* – includes internet protocol (IP) address, your login data, and other technology information you use to access this website or to log on to the CV Expert Portal.

2. How do we obtain your personal information?

We collect your personal information during the course of your relationship with ADE, for example materials submitted during networking events or seminars, when you subscribe to our service or publications or when you request marketing to be sent to you. Otherwise, we gather information about you when you provide it to us, for example when you create an account on our website or when you contact us by uploading your CV in our ‘*Portal for Experts*’ or when you send your CV for current and/or future job openings.

We combine information that we have about you from various sources, including the information that you have provided to us, for example through the participation to a survey, if you sign up for our newsletters (and any other marketing communication), or leave a comment on a post on our website.

3. How do we use your personal information?

We use your personal information for the following purposes:

- Entering into a business relationship with you, and generating data during the performance of the business relationship;
- Facilitating communication (including marketing communications, for example our Newsletter) with you and organizing marketing and networking events;
- Complying with legal, regulatory and other requirements such as record-keeping and reporting obligations; conducting audits; compliance with government inspections and other requests from government or other public authorities; responding to legal process; pursuing legal rights and remedies; defending litigation and managing any internal complaints or claims; complying with internal policies and procedures; and complying with local employment law obligations; and

4. On what basis do we use your personal information?

We use your personal information on the following basis:

- in order to enter into a business relationship with you, and for the purposes of performing all obligations under, and in accordance with, the business relationship;
- for the legitimate interests of ADE, including those described in the [How do we use your personal information section](#) above;
- to comply with certain legal and regulatory obligations of ADE; and

5. With whom do we share your personal information?

Due to the global nature of our work, ADE needs to be able to move personal information across our organization. We share certain of your personal information with:

- personnel and other departments throughout ADE, including Legal, (IT) Security, Accounting; Marketing, Production, Secretariat.

From time to time, we may also need to make your personal information available to other parties, such as:

- legal and regulatory authorities;
- auditors, lawyers and other outside professional advisors;
- companies that provide products and services to ADE (such as our IT Provider]); and
- companies or individual experts with whom we might collaborate on a specific project.

See the [Protecting your personal information section](#) for information on how we keep your personal information secure when sharing it with others.

6. Transfers of your personal information outside of your home country

Your personal information may be processed by ADE, its affiliated companies and those other parties described in the [With whom do we share your personal information section](#) above, anywhere in the world, including in countries where data privacy laws may not be equivalent to, or as protective as, the laws in your home country. We will implement appropriate measures to ensure that your personal information remains protected and secure when it is transferred outside of your home country, in accordance with applicable data protection and privacy laws.

7. Protecting your personal information

We will use a variety of security measures and technologies to help protect your personal information from unauthorised access, use, disclosure, alteration or destruction, consistent with applicable privacy and data security laws. For example, when ADE retains a third-party service provider, that provider will be carefully selected in accordance with ADE's policies and procedures and which commits the third-party service provider to use appropriate safeguards in relation to the handling of your personal information (including in relation to maintaining confidentiality of your personal information and implementing appropriate technical and organizational security measures).

8. How long will we keep your personal information?

We will always keep your personal information for the period required by law. We will also keep your personal information where we need to do so in connection with legal action or an investigation involving ADE. Otherwise, we keep your personal information for the period necessary to fulfil the purposes outlined in the [How do we use your personal information section](#) above.

We keep your personal information for the periods set out below:

- Personal information uploaded through the *CV Expert Portal* will be retained for a period of 7 (seven) years;
- CVs and application letters that we receive in response to an advertisement for an in-house job, expert position or through spontaneous application will be kept for a period of 7 (seven) years, so as to allow us to contact you for a possible future job opening in case you have not been recruited.

9. Your rights

You may be entitled to:

- ask ADE about the processing of your personal information, including to be provided with a copy of your personal information;

- request the correction and/or deletion of your personal information;
- request the restriction of the processing of your personal information, or object to that processing;
- withdraw your consent to the processing of your personal information (where ADE is processing your personal information based on your consent);
- request receipt or transmission to another organisation, in a machine-readable form, of the personal information that you have provided to ADE; and
- complain to your local supervisory authority if your privacy rights are violated, or if you have suffered as a result of unlawful processing of your personal information.

Please note that your rights may vary depending on the jurisdiction in which your personal information is processed. If you would like more information about your rights, or have any concerns about ADE's processing of your personal information, please let us know by getting in touch with us by e-mail privacy@ade.eu or directly by phone: +32 (0) 10 45 45 10.

Where you are given the option to share your personal information with us, you can always choose not to do so. If you object to the processing of your personal information, ADE will respect that choice in accordance with its legal obligations. This could mean that we are unable to perform the actions necessary to achieve the purposes of processing described in the [How do we use your personal information](#) section above.

10. Contact us

If you have questions or requests about the processing of your personal information, or need additional information, you can find the relevant contact details here:

Any question on this Privacy Notice can be addressed to us by email at privacy@ade.eu or directly by phone: +32 (0) 10 45 45 10. More information on ADE is also available on our website: www.ade.eu.