



## Privacy policy and cookies

### Who processes the personal data?

The civil cooperative company with limited liability YOUNITY, whose registered office is located at Boulevard du Souverain/Vorstlaan, 36/8, 1070 Brussels and registered with the Crossroads Bank for Enterprises under the number 0846.902.050 (hereinafter "YOUNITY") very much values the protection of the personal data of the users of its website [www.younity.be](http://www.younity.be) and its blog [blog.commyounity.be/](http://blog.commyounity.be/), as well as those of its customers and contacts.

Pursuant to the European general data protection regulation n° 2016/679, YOUNITY acts as data controller of the personal data that are transmitted. YOUNITY makes every effort to ensure that appropriate technical and organizational measures are taken to protect these data.

### What personal data?

The personal data that are collected and processed by YOUNITY can vary, depending on the situation at hand (name, first name, profession, place of residence, contact details, date and place of birth, marital status, national registration number and identity card, bank account, competencies and professional career, pictures, information relating to the file handled by YOUNITY, including, if and to the extent necessary, health information without intervention of a professional health worker, and information concerning proceedings pending, suspicions, prosecutions and convictions, to which you have expressly given your consent by disclosing it to YOUNITY.

### For what purpose(s)?

The processing of these data is necessary to allow YOUNITY, depending on the situation at hand:

- (i) To respond to requests for contact and/or calls for tenders,
- (ii) To process the applications, being understood that if an application is not retained, the related data will be erased six months after the end of the hiring process,
- (iii) To send the newsletter and/or any other information concerning the activities of YOUNITY,
- (iv) to carry out market studies,
- (v) to promote the activities of YOUNITY,
- (vi) To perform the contract to which the data subject is party or in order to take steps at the request of the data subject, and in particular for customer management, the invoicing and the collection process, the checking for possible conflicts of interests, the access to premises, and the compliance with the applicable ethical and legal obligations, notably those set out in the law of January, 11, 1993 relating to the prevention of the utilization of the financial system for the purposes of money laundering and financing of terrorism terrorism financing. In that case, the related data will be kept during the performance of the contract as well as during the statutory limitation periods.

With the exception of the above specific retention periods, these data will be kept as long as the concerned people do not object to their processing.

#### What rights have the data subjects?

Every data subject can exercise free of charge his/her legal rights of access and rectification. It is also possible to ask for the rectification, and even the erasure, of data which would be inaccurate, incomplete or not relevant, or the restriction of processing. Also, it is possible to object to the processing of his/her personal data for direct marketing purposes. Finally, in certain cases, it is possible to receive the personal data that were supplied to YOUNITY in a structured, commonly used and machine-readable format, and to transmit these data to another data controller.

To exercise one of these rights, it is necessary to send a written, signed and dated request, with a copy of both sides of the identity card, by mail to YOUNITY or by email at [info@younity.be](mailto:info@younity.be). If it is an electronic ID card, it is also necessary to attach a official certificate of his/her place of residence.

Finally, every data subject has the right to introduce a complaint with the Privacy Commission, Drukpersstraat/Rue de la presse, 35 in 1000 Brussels, [www.privacycommission.be](http://www.privacycommission.be)

#### To whom can these data be transmitted?

The personal data are transmitted, depending on the situation at hand:

- (i) to lawyers, technical experts and authorities who intervene in the files of the data subjects concerned, such as courts and public officers,
- (ii) to public authorities, awarding public entities and private entities within the framework of calls for tenders,
- (iii) to supervisory authorities to comply with the applicable ethical and legal obligations, such as the president of the bar,
- (iv) to the tax and social authorities, to the extent of the tax and social obligations of YOUNITY,
- (v) to the subcontractors of YOUNITY, such as an IT provider, to the extent of the performance of their respective tasks.

#### Are there cookies?

Yes, the website [www.younity.be](http://www.younity.be) and the blog [blog.commyounity.be](http://blog.commyounity.be) make use of cookies, i.e. small electronic files that are placed on the computer of the user.

In the current case, cookies placed by the website are measuring tools for Google audience Analytics to obtain information on the browsing of the visitors. They allow in particular to understand how the users access the site and to understand how they browse. Other information, such as the choice of the language of consultation of the website, depends on the browser of the user. The user can parametrize his/her browser so that (s)he accepts for example the reception of a cookie or offers the possibility of refusing the insertion of a cookie. (S)he can also delete the cookies that were placed.

As for the blog, the information on the cookies used is given by the hosting provider Wordpress. More information is available at <https://en.support.wordpress.com/cookies>