

PRIVACY NOTICE

XPE Group NV and Adecco Professional Staffing NV (for more information: [“Legal Info”](#)), all with registered office at Noordkustlaan 16b, 1702 Groot-Bijgaarden, Belgium ("Spring Professional", "we" or "us") is committed to protecting and respecting your privacy.

This Privacy Notice (together with the [Terms of Use](#) on the Spring website ([“Website”](#)) and other documents referred to herein) describes what personal data we collect from you and how we process your personal data.

If you do not wish to accept this Privacy Notice please do not continue.

Information we may collect from you in compliance with applicable laws

For the purposes indicated below, we may collect the following personal data:

- Your personal details such as for example your name, address and post code, your birthdate, your phone number, email address, your work experience, your availabilities, references and skills in various areas and details about your education. It is also possible to upload your CV, cover letters and any other attachment which you consider useful to us or which we are asking from you.
- We collect your preferences to receive job alerts.
- We may collect information on your visits to the Website including, but not limited to, traffic data, location data, weblogs, content from surveys and contact forms and other communication data and the resources that you access. This information, for example, will make your visit to the Website easier in the future since we might suggest Content or Services depending on the location you access the Website from.
- If you register with your LinkedIn account (or any other social media account), we may store your profile details, public information of your contacts and your email address on our systems.

- If you contact us, we may keep a record of that correspondence.
- We also collect information of all users of the Website in aggregated form in order to provide us with a better understanding of the users of the Website as a group, but which does not contain personally identifiable information. We may also store cookies as set out in more detail below.

How we use your information

All this information ("your data") will be collected and handled by us for the following purposes:

- To deliver our services to you.
- To tailor the job searching and matching for you by assessing your suitability, qualifications and skills (including competencies), not only for current work assignments and vacancies but also for opportunities which we think may be of interest to you in the future.
- To best tailor Content and Services on the Website ([Terms of Use](#)) according to your preferences.
- To keep you informed by email, telephone and/or mail about our services.
- To deliver other services – such as newsletters or information on upcoming events – that we may offer you.
- To help us create, publish, and improve Content and Services on the Website ([Terms of Use](#)) most relevant to you.
- To ensure that the Content and Services provided through the Website ([Terms of Use](#)) are presented in the most effective manner for you and for your device.
- To allow you to participate in interactive features of our services, when you choose to do so.
- To further develop and improve the Website, our services and systems to better serve you.

- For direct marketing via e-mail, messaging or telephone, but you may at any time opt-out of receiving future marketing communication (see below).
- To perform studies and statistical and analytical research.
- In general to comply with any legal obligation.

Third parties

To facilitate our efficient use of your data, and to provide you with the best services and/or opportunities, it may sometimes be necessary for us to disclose your information to third parties. However, this disclosure will only occur in the following circumstances:

- To suppliers, (sub-)contractors and agents: From time to time we may engage or employ other companies and individuals to perform functions on our behalf. Examples may include, administrative functions associated with our business activities. Such recipients will only have access to data required by them to perform their functions, and are not permitted to use such data for any other purposes. These recipients will be subject to contractual confidentiality obligations.
- To all Adecco Group Belgium Companies and other entities belonging to the Adecco Group (i.e. any companies directly or indirectly controlled by parent company Adecco Group AG, Sägereistrasse 10, 8152 Glattbrugg, Zwitterland – <http://www.adecco.com/en-US/Pages/Worldwide.aspx>), including their suppliers, (sub-)contractors and agents, so that we can better serve you. By providing us with your data, you consent that your data may be transferred to and processed outside of your country of residence, including in countries which may not provide adequate data protection as defined by EU data protection law, but only for the limited purposes and in accordance with the principles set out herein.
- Where required by law: we will share your data with government or law enforcement authorities if we determine in our sole discretion that we are under an obligation to do so.

IP addresses and cookies

We may collect information about your computer, including where available your IP address, operating system and browser type, for system administration and to report such information in aggregated form to our advertisers. This is statistical data about our users' browsing actions and patterns, and does not identify you or any individual.

For the same reason, we may obtain information about your general Internet usage by using a cookie file which is stored on your device. Cookies help us to improve the Website and to deliver a better and more personalised service.

You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the storing of cookies. This will remove all details from the cookie. However, if you select this setting you may be unable to access certain parts of the Website or use certain functionality. Unless you have adjusted your browser settings so that it will refuse cookies, our systems will issue cookies each time you access the Website. Please note that our advertisers may also use cookies, over which we have no control.

If your computer is shared by other people, we advise that you do not select the 'remember my details' option when a Service offers such option to store certain information entered by you.

For further information pertaining to the usage of cookies on the Website please refer to our [Cookie policy](#).

Where we store your data

The data that we collect from you will be transferred to, and stored by, (i) Adecco Group Belgium Companies and other entities belonging to the Adecco Group (i.e. any companies directly or indirectly controlled by parent company Adecco Group AG, Sägereistrasse 10, 8152 Glattbrugg, Zwitserland – <http://www.adecco.com/en-US/Pages/Worldwide.aspx>), (ii) our clients and suppliers, outside your country of residence, including in countries which may not provide adequate data protection as defined by EU data protection law. By submitting your personal data, you agree to this transfer, storing and processing. We endeavour to take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Policy.

Data Security

Although we will do our best to protect your data, the transmission of information via the Internet is not completely secure and we cannot guarantee the security of your data transmitted to the Website or any third party; any transmission is at your own risk. Once we have received your information and transferred it to a third party, we will use strict procedures and security features to try to prevent unauthorised access.

How you can access, correct and delete your data

Upon request, we will - in compliance with applicable law - inform you as to whether your data is being collected, and you may contact us to request any correction or deletion of your data by emailing us at quality@adecco.be.

Please be aware, however, that we may need to keep some of your data in order to comply with laws and regulations as long as legally permissible.

You have the right to ask us not to process your personal data for marketing purposes. You can exercise the right at any time by contacting us at quality@adecco.be.

Changes to this Policy

Any changes we may make to our Privacy Notice in the future will be posted on this page and are immediately binding without any requirement for notice.

Contact

Questions, comments and requests regarding this Privacy Notice are welcomed and should be addressed to quality@adecco.be.