

Bureau Veritas Belgium Data Protection Policy



Move Forward with Confidence

**BUREAU
VERITAS**

Bureau Veritas Belgium

Data Protection Policy

Absolutes and Ethics

Bureau Veritas is in business to make the world safer and fairer. Our vision is to be the most respected testing, inspection and certification company in every country in which we operate. Our Code of Ethics and our Absolutes provide the foundation for the way we work and how we realise our vision. Acting with the utmost integrity is a cornerstone of our Code of Ethics, compliance with which is one of our three Bureau Veritas Absolutes.

Our Absolutes

- Safety
- Compliance with our Code of Ethics
- Financial Control

Data Safety

The General Data Protection Regulation 2016 updates the rights European citizens have about the way that their data is handled. Bureau Veritas collects and processes data about our employees predominantly but also about our clients, our sub-contractors, our suppliers and certain other third parties. The vast majority of the processing Bureau Veritas undertakes is that required to perform its obligations as an employer. We also collect and retain certain information about third parties such as sub-contractors, employees of our clients and potential clients in order to fulfil our contractual promises to them.

At Bureau Veritas we understand that the importance of keeping this data in a lawful manner is vital to maintain the credibility of our organisation and to ensure individuals' confidence in us.

This Policy will help you to recognise what sort of information might be classed as "personal data" and will tell you your rights in respect of this information.

Personal Data

Personal data is information that identifies you either from that data alone or by that data plus other information we have. It can be a statement of fact, for example date of birth, or an opinion.

Personal data can include:

- Your name, address or telephone number
- Your work experience, professional qualifications and training
- Your bank account details (for employees and sub-contractors)
- Your medical information (for employees)
- Your next of kin details (for employees)

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Data Protection Policy

We will comply with the General Data Protection Regulation 2016 when collecting or processing personal data. We will:

- Process personal data in a fair, transparent and legal way
- Tell people what we are doing with their personal data and not use it for anything other than that
- Seek to minimise the personal data we process and hold
- Take steps to make sure that the personal data we do hold is accurate and up to date
- Destroy the personal data when we no longer need it in line with relevant retention policies
- Keep all personal data secure
- Take steps to ensure that we only share personal data with organisations who are also committed to upholding your rights
- Never knowingly collect or process personal data about children
- Not sell your data to a third party, for any reason, ever

What rights do individuals have?

Everyone has the right to:

- Ask for access to the data held about them (you can request this information from us by mailing hmbelgium@be.bureauveritas.com)
- Ask us not to use your data for marketing purposes
- Have inaccurate or out of date data corrected
- Ask that we stop processing personal data on the grounds that it is personal to your particular situation
- Ask that the personal data we hold about you is transferred to a third party

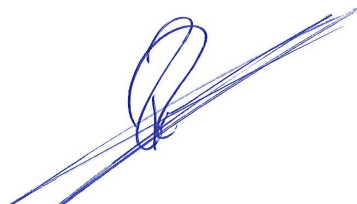
Changes

We may update this policy from time to time so please check our website for the most up to date version.

Concerns

If you are worried about any data protection issues or simply have a question or query then you should, if you are an employee, ask your line manager or HR business partner in the first instance. For any questions or queries from people not employed directly by Bureau Veritas please contact us on +32 3 247 94 00 or at hmbelgium@be.bureauveritas.com.

Alternatively concerns may be raised with any of the following senior leaders within the organisation: HR Director, General Counsel, Group Data Protection Officer or the Country Chief Executive or through our confidential Alertline. Please note that in line with our commitment to transparency and the promotion of ethical values we will ensure that no one suffers as a result of raising a genuine concern even if this later turns out to be unfounded.



Richard Zappeij
Country Chief Executive Belgium, Bureau Veritas