

Processing of personal data & *privacy*

General

Staffing Belgium BV (referred to as 'ESG Staffing', 'we' or 'us') respects your privacy and processes personal data carefully, transparently and only for legitimate purposes. This notice explains which data we process, why we do so, who receives it, how long we keep it and which rights you have.

This notice is based on Regulation (EU) 2016/679 (GDPR), the Belgian Act of 30 July 2018 on the protection of natural persons with regard to the processing of personal data, and other applicable Belgian employment, social-security and cookie rules.

Controller

Staffing Belgium BV, enterprise number 0873.119.566, with registered office at Kruisblok 18, 2320 Hoogstraten, Belgium, is the controller for the processing described in this notice. For privacy questions, contact +32 3808 5410 or hello@staffing-esg.be.

Who does this notice apply to?

This notice applies to visitors of staffing-esg.be, users of the candidate and employee portal, applicants, candidates, agency workers, current and former employees, contacts at clients and suppliers, and other people who communicate with ESG Staffing.

Which data do we process?

- identity and contact data, such as name, address, email address, phone number, date of birth, nationality and language preference;
- professional data, such as CV, education, work history, skills, availability, preferences, references and recruitment communications;
- employment and administration data, such as identification number, bank account, salary and contract information, working time, absences, permits and legally required certificates;
- account, communication and case-file data, including documents you upload and actions in the portal;
- technical and analytics data, such as IP address, cookie or device identifiers, browser, device, visited pages and interaction events;
- special-category or criminal-offence data only where the law permits it and the particular role or employment relationship makes it necessary.

Where does the data come from?

We receive data directly from you, from documents you provide, referees or professional public sources, clients and hiring organisations, public authorities and social partners, and the systems you use. Where data is not obtained directly from you, we provide the information required by the GDPR.

Purposes and legal bases

We process personal data only where a legal basis is available. Depending on the context, we rely on the following purposes and legal bases:

- handling applications, assessing your profile, proposing vacancies and arranging interviews or tests: steps before entering a contract and, where appropriate, our legitimate interest in careful recruitment;

- preparing and performing employment, agency-work and service agreements, including planning, time registration, payroll, invoicing and support: performance of a contract;
- meeting employment, social-security, tax, accounting, safety and reporting duties: legal obligation;
- maintaining a candidate relationship and contacting you about suitable future vacancies or assignments: our legitimate interest in continuing recruitment services where this matches your reasonable expectations. You may object at any time;
- sending targeted commercial messages or newsletters: consent where required by law;
- preventing fraud, securing systems, investigating incidents and establishing, exercising or defending legal claims: legal obligation or legitimate interest;
- measuring and improving the website and portal with non-essential analytics: consent;
- improving services, processes and reporting with aggregated or, as far as possible, pseudonymised information: legitimate interest after balancing your interests and rights.

Legitimate interests

Before relying on a legitimate interest, we assess whether the processing is necessary and proportionate and whether your interests, fundamental rights and reasonable expectations override ours. You may object to such processing; for direct marketing, processing stops after your objection.

Special-category and criminal-offence data

We process health, fitness-for-work, disability, trade-union or criminal-offence information only where necessary, permitted by Belgian or EU law, and supported by a condition under Article 9 or 10 GDPR. Access is restricted to people who need the information for their role.

Required data

Where data is required by law or contract, we state this when collecting it. If necessary information is not provided, we may be unable to complete an application, enter into an agreement, or provide particular statutory or administrative services.

Recruitment, matching and AI assistance

We may use technology to structure information from CVs and documents, identify skills, compare profiles with vacancies, translate or draft text, and perform quality checks. These tools assist our staff; authorised people review relevant decisions.

We do not make a decision producing legal effects or similarly significantly affecting you solely through automated processing unless the law permits it and the required safeguards apply. You may request human intervention, express your point of view and challenge a decision.

Where an AI or other technology provider acts as a processor, we share only the data required for the task and contractually address security, confidentiality, limited retention and unauthorised use for the provider's own purposes.

Who receives the data?

We do not sell personal data. Where necessary and supported by an appropriate legal basis, data may be disclosed to:

- authorised staff and ESG Staffing group entities involved in your case or the service;
- clients and potential hiring organisations, with only relevant professional information shared before presenting a candidate;
- social secretariat, payroll and planning partners, insurers, prevention and occupational-health services, and training providers;
- IT, hosting, cloud, security, communication, document-processing and AI providers, including the providers of the Prato platform, Google Analytics 4, Google Tag Manager and PostHog;
- banks, accountants, auditors, lawyers and other professional advisers;

- public services, social-security and tax authorities, regulators, bailiffs, courts or police where required by law or necessary to protect rights.

Processors

Suppliers acting only on our behalf are bound by a data-processing agreement. They may process data only on documented instructions and must apply appropriate technical and organisational security measures.

Transfers outside the EEA

Some service providers or sub-processors may process data outside the European Economic Area. We then use a valid transfer mechanism, such as an adequacy decision or the European Commission's standard contractual clauses, and add technical, contractual or organisational measures where needed. You may request information about the applicable safeguards.

Retention

We keep data no longer than necessary for the purpose for which it was collected. We consider the duration of the relationship, statutory retention duties, limitation periods, evidence and security needs, and your reasonable expectations.

- application and candidate files are kept during the procedure and afterwards only while the candidate relationship remains active, matches your reasonable expectations or is needed for potential claims or a legal duty; after you object, we stop processing based on legitimate interests unless compelling legitimate grounds apply;
- employment, payroll, social-security, tax and accounting data is kept for the periods required by applicable Belgian law;
- client, supplier and contract files are kept for the relationship and afterwards for as long as legal duties or potential claims require;
- security logs and incident data are kept for the proportionate period needed to secure systems and investigate incidents;
- analytics data follows the configured periods for the relevant channel and a valid legal basis; you can request the specific periods and configuration from us.

Deletion and backups

When the relevant period ends, we delete or anonymise data. Residual copies in protected backups disappear through the scheduled overwrite cycle and are not used for ordinary business purposes in the meantime.

Security

We apply appropriate technical and organisational measures, including access controls, logging, encryption where suitable, backups, supplier oversight, awareness and incident procedures. No method is entirely risk-free. Report suspected misuse or a security incident promptly via +32 3808 5410 or hello@staffing-esg.be.

Cookies and similar technologies

We use necessary cookies and local storage to ensure that the website and portal function safely and correctly, manage your session and remember your preferences. No consent is required for this.

Analytics

With your consent, we use analytics cookies and similar technologies to measure use of our website and portal and improve our services. They are activated only after you have given consent.

You can change your choice at any time through "Cookie settings". More information about the technologies used, purposes, providers and retention periods is available in the table on the next page.

Cookie and tracker overview

The table below describes the cookies and local storage we currently use. Analytics are activated only after your consent.

Name	Domain/path	Purpose	Provider	Storage/operation period
staffing_esg_belgium_portal_session	portal. staffing-esg.be /	Login, session management and security	ESG Staffing	120 minutes after the last activity
XSRF-TOKEN	portal. staffing-esg.be /	Protect forms against forged requests	ESG Staffing	120 minutes after the last activity
staffing_cookie_consent	.staffing-esg.be /	Remember your cookie choice	ESG Staffing	Maximum 6 months
_ga / _ga_<container-id>	.staffing-esg.be /	Website analytics, only after consent	Google	Maximum 2 years
ph_<project_api_key>_posthog and PostHog choice storage	portal. staffing-esg.be / and local storage	Portal analytics, only after consent	PostHog	Maximum 365 days

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Your rights

- access your personal data and obtain a copy;
- correct inaccurate data and complete incomplete data;
- erase data where there is no longer a valid reason to keep it;
- restrict processing in the circumstances set out in the GDPR;
- receive data you provided, where processed automatically on consent or contract, in a portable format;
- object to processing based on legitimate interests and always object to direct marketing;
- withdraw consent without affecting earlier lawful processing;
- obtain safeguards for automated decisions, including human intervention where Article 22 GDPR applies.

Exercising your rights

Send your request to hello@staffing-esg.be and clearly identify the processing or data concerned. For questions, call +32 3808 5410. We may request proportionate additional information where reasonably necessary to confirm your identity. Do not automatically send a copy of your identity card.

We generally respond within one month. For a complex request or multiple requests, the GDPR permits an extension of up to two months; we will notify you within the first month. Requests are generally free of charge unless manifestly unfounded or excessive.

Complaint to the supervisory authority

You may contact us first so that we can investigate your concern. You also have the right to complain to the Belgian Data Protection Authority, Rue de la Presse 35, 1000 Brussels, contact@apd-gba.be, via www.dataprotectionauthority.be. You may also contact the authority for your habitual residence, place of work or the place of the alleged infringement.

Minors

Our recruitment and employment services are not aimed at children who cannot independently participate under the applicable rules. Where we process a minor's data for permitted student work or another lawful employment relationship, we apply the required information and consent rules.

External links

Our website and portal may link to external websites. The operator of an external website is responsible for its own practices. Please read that party's privacy information.

Changes and contact

We may update this notice when our services, technology or legal duties change. We will use an appropriate channel to communicate material changes.

Questions, requests or reports: Staffing Belgium BV, Kruisblok 18, 2320 Hoogstraten, Belgium - +32 3808 5410 - hello@staffing-esg.be.