

Circet – Notice on the processing of personal data of subcontractors' employees

Circet Benelux NV (hereinafter: "Circet" or "we") has drawn up this Notice as the data controller for the employees of its subcontractors. The term "employee" used in this Notice includes anyone who, as a natural person, has any contractual relationship with a subcontractor of Circet. This may therefore also be in the context of independent services (including self-employed persons), employment, internships, temporary work or a similar relationship.

We attach the utmost importance to the protection of your privacy. This means, among other things, that we process the personal data of our subcontractors' employees in a transparent and prudent manner.

This Notice provides you with information about how we process your personal data. If you have any questions or comments, please feel free to contact Circet's Data Protection Officer at privacy@circet.be or your project manager.

Nothing in this Notice shall be interpreted as giving any instructions to the employees of subcontractors, let alone as Circet exercising any employer's authority over the employees of its subcontractors. Circet wishes to inform each employee only of the reasons for and the manner in which their personal data is processed and of the rights that each employee has with regard to this processing.

1. Who is responsible for the processing of your personal data?

1.2. Your personal data will be processed by the controller Circet Benelux NV and its affiliated companies as specified in Annex 1:

- **name:** Circet Benelux NV
- **address:** Jan Van Rijswijcklaan 162/3, 2020 Antwerp
- **company number:** BE 665.840.662
- **telephone number:** +32 (0)3880 80 00

1.3. **General e-mail address:** <https://www.circet-benelux.eu/over-ons/contacteer-ons>.

If you have any questions about this Notice, please send them to privacy@circet.be or your project manager.

1.4. The terminology used in this Notice must be interpreted in accordance with Regulation (EU) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC.

We reserve the right to amend or modify this Notice at our own initiative. These amendments and modifications will, of course, be communicated to you.

2. What are the purposes and legal basis on which we base the processing?

2.1 In certain situations, we are legally obliged and/or required to process personal data of employees of our subcontractors. These situations are listed below (non-exhaustive list):

Belgian legislation:

- a. As a contractor for works in immovable property, we are legally obliged to register the presence of our employees and the appointees of our subcontractors (**unique site notification and checkinetwork**): if we are required to register attendance for you, your employer will provide us with the personal data listed below so that we can carry out the attendance registration.

For this processing, we rely on the legal obligation that falls on us as a contractor in immovable works.

- b. In order to **avoid our chain liability for outstanding wages**, we may process personal data about you.

For this processing, we rely on our legitimate interest in avoiding joint and several liability.

- c. Within the framework of the **Flemish Decree on Chain Liability**, we are required to request certain personal data from foreign employees of our subcontractors. Circet will also process this data (see overview under 3) of foreign employees of subcontractors who will be working on projects in Brussels or Wallonia, but bases this processing on its legitimate interest in preventing identity fraud and undeclared work (illegal employment). The obligation in the Flemish Decree on Chain Liability to request and process certain documents only applies from 1 January 2026, but Circet will already request the mandatory documents and data from its subcontractors' employees before that date. Circet does this on the basis of its legitimate interest in preventing identity fraud and illegal employment.
- d. In the context of **social inspections**, we may be required to disclose your data to social inspectors (Social Penal Code).
- e. In particular, we may be required to process certain data about you in the context of obligations relating to **public contracts**.
- f. In particular, we may be required to process certain data about you in the context of an application for a **security check**.

Dutch legislation:

- 2.2 In the Netherlands, too, we are legally obliged and/or required to process personal data of employees of our subcontractors in certain situations. These situations are listed below (non-exhaustive list):
 - 2.2.1 Under the Chain Liability Act (Wet Ketenaansprakelijkheid or 'WKA'), we may be legally obliged to process certain information about you and include it in our personnel records.
 - 2.2.2 Under the Foreign Nationals Employment Act, we are legally obliged to process certain information about you and include it in our personnel records.
 - 2.2.3 Under the Identification (Registration) Act (WID), we are legally obliged to check the identity of persons working on the construction site.

2.3 **In addition, we process your personal data for the following purposes:**

- 2.3.1 **Onboarding with our customer:** if you are required to perform certain work for our customer, we will need to pass on information about you to our customers so that they can include you in their IT systems.

For this processing, we rely on our legitimate interest in the performance of the agreement with our customers.

- 2.3.2 **The provision of company equipment** that you need to use to perform the agreement we have with your employer (e.g. tablet, mobile phone, work clothes, etc.).

We base this processing on our legitimate interest in being able to perform the agreement with your employer correctly.

- 2.3.3 **As part of your onboarding process at Circet,** we will need to process your personal data in order to include you in certain IT systems, for example:

Sitetracker or Service Cruiser. We will also maintain, monitor, update and back up these IT systems, etc. Our IT systems may be monitored by means of software and/or hardware in order to identify fraud and other illegal activities.

We base this processing on our legitimate interest in securing our IT systems and keeping them available.

- 2.3.4 **For scheduling your work, performance monitoring and safety checks and workplace inspections** (by means of workplace inspections), determining and following up on damage, training, communication, follow-up of mandatory certificates and invoicing, we process your personal data in Service Cruiser, Sitetracker, Connqtr and LeanForms. The training courses are organised by means of a Toolbox.

For this processing, we rely on our legitimate interest in being able to fulfil the contractual obligations we have towards your employer and towards our customers. Our legitimate interest includes the need to communicate with you efficiently, to schedule work correctly, to ensure that you have the necessary certificates and to guarantee the quality of our services (by organising internal training and education).

During workplace inspections, we may also ask you to show your identity card or other proof of identity. We do this to fulfil our legitimate interest in preventing identity fraud and illegal employment on our projects. In Belgium, we will not read or register the details of your identity card; this will only be a visual check. In the Netherlands, we use an identity card reader that performs an authenticity check on your identity card and makes a scan of your identity card, which is deleted from the card reader's system within 24 hours. We transfer the data we need to comply with our legal obligations (e.g. the Chain Liability Act) to our own records.

- e. **Organising and following up on specialised education and training** (e.g. training for aerial work platform operators, HSE training, customer-specific training, etc.).

We base this processing on our legitimate interest in providing our customers with high-quality services and ensuring your own safety.

- f. In addition to the legislation referred to in Articles 2.1 and 2.2, we may be required to process your personal data on the basis of **other legal obligations** applicable to us, for example in tax and social security legislation or, in particular, telecommunications legislation.

We base this processing on our legal obligation. We will retain your personal data for as long as we are legally obliged to do so.

2.3.5 To safeguard our evidence in the context of (potential) disputes.

We base this processing on our legitimate interest in being able to defend ourselves in legal and/or administrative proceedings. We will retain your personal data for as long as necessary to defend ourselves.

2.3.6 Preparing, entering into and following up on business transactions such as mergers, acquisitions, demergers, sales of branches, business units and activities.

We base this processing on our legitimate interest in being able to successfully carry out such business transactions. We will retain your personal data for as long as necessary to complete the transaction and any necessary follow-up.

2.3.7 Keeping a list of persons or suppliers, or their appointees, whose involvement has been established in proven cases of fraud or any other illegal or unauthorised activity.

We base this processing on our legitimate interest in not entering into a contract or any other professional or business relationship with persons, suppliers or their appointees who have previously been identified as high risk due to proven fraud or any other illegal or unauthorised activity.

3 What personal data do we process?

3.1 We process the following personal data about you for the purposes described in Article 2.1:

Belgian legislation:

3.2 a, b, c and f:

- your personal identification data (e.g. name and address) and personal details (e.g. age, nationality, photo);
- your national registration number and identity card; if applicable, your Limosa L1 number and proof of registration with Limosa (for foreign employees who are not subject to Belgian social security);
- your contact details (e.g. professional telephone number and e-mail address);
- if you are self-employed or have a company: your CBE number and VAT number;
- if you are an employee from outside the European Economic Area (obligation under the Flemish Decree for Flanders and based on our legitimate interest for Wallonia and Brussels): your residence permit, valid A1 document and a valid passport;

- the registration date (the date on which you will be present at the workplace); and the workplace where you will be carrying out work for the purposes described in Article 2.1 a;
- information about your wages (e.g. about outstanding payments) for the purposes described in Article 2.1 b.

For d:

- all possible types of information that may be requested by the social inspectorate;

For e:

- your contractor's certificate;
- extracts from the criminal record.

Dutch legislation:

3.3 For **Fout! Verwijzingsbron niet gevonden., Fout! Verwijzingsbron niet gevonden.** and 2.2.1:

- National insurance number, date of birth, nationality, type/validity of identity document and (if applicable) A1 certificate and your residence permit;
- Your work permit, a copy of your employment contract or payslip and a copy of your identity document.

3.4 We process the following personal data about you for the purposes described in Article 2.3.1:

- your personal identification details (e.g. name and address) and personal details (e.g. age and nationality).
- if you are self-employed or have a company: your company registration number;
- your contact details (e.g. professional telephone number and e-mail address).

3.5 We process the following personal data about you for the purposes described in Article 2.3.2:

- your personal identification data (e.g. name and address);
- information about your personal characteristics (e.g. clothing size, shoe size, etc.);
- possible health information (in case you need special clothing, shoes and tools due to a health problem); and

For the processing of data about your health, we rely on the exception in Article 9 b GDPR (performance of obligations in employment law, social security law and social protection law).

3.6 We process the following personal data about you for the purposes described in Article 0 c.:

- your personal identification data (e.g. name and address);
- your electronic identification data (e.g. IP address, login details, MAC address, other electronic identifiers, etc.);
- specific details about your use of our IT systems; and
- details of your communication with others.

3.7 We process the following personal data about you for the purposes described in Article 2.4 d.:

- your personal identification data (e.g. name, address);
- your contact details (e.g. professional telephone number and e-mail address);
- your language preference;
- your geolocation data;
- data about your employer (employer ID number);
- data about the customer contract you are working on;
- data about your absences;
- data about your knowledge and skills; and
- your notes in Sitetracker/Service Cruiser.

3.8 We process the following personal data about you for the purposes described in Article 2.4 e.:

- your personal identification data;
- your results; and
- information on your certificate (e.g. date of issue, expiry date, etc.).

3.9 We process all of the above categories of personal data about you for the purposes described in Article 2.4 f. to 2.4 i.

4 Who receives your personal data?

4.4 We will share personal data with other affiliated companies within the Circet Benelux group. We will ensure that the companies of the Circet Benelux group process your personal data in accordance with this Notice. In principle, we will only process your personal data within the European Economic Area (i.e. the countries of the European Union, Norway, Liechtenstein and Iceland). If one of the purposes above requires that your personal data be processed outside the EEA, this will only be done on the basis of the necessary safeguards as required by the GDPR.

4.5 In addition, we may share your personal data with the following entities:

- with our customers if you will be working on one of the contracts we have with them;

- with external training centres and certification bodies if we organise training and/or certification for you;
- with government agencies and other legal entities (e.g. courts, police, labour inspectorate, etc.) on the basis of a lawful request;
- other IT service providers we use;
- legal service providers in the event of disputes;
- banks, insurers and similar service providers when necessary in the context of payments and the processing of insurance files.

5 How do we protect your personal data?

- 5.4 Our employees will be able to access your personal data, for example to carry out the check-in at work process or during workplace inspections. We will always limit access to your personal data to those who need to access it in order to carry out their work. Our employees will always be bound by strict legal and contractual provisions to keep your personal data secure and confidential.
- 5.5 We take the necessary security measures to protect your personal data against breaches. If you would like more information about this, please contact our Data Protection Officer at: privacy@circet.be.
- 5.6 If, despite taking the necessary security measures, a breach occurs, we will inform you if the breach poses a high risk to your rights and freedoms.

6 What are your rights?

- 6.4 You have certain rights in relation to the processing of your personal data. These rights are:
- the right to access the personal data we process about you;
 - the right to have incorrect/incomplete data corrected;
 - the right to have your data deleted in specific cases;
 - the right to restrict the processing of your data in specific cases;
 - the right to oppose the processing of your data in specific cases;
 - the right to receive your personal data that you have provided to us in a structured, commonly used and machine-readable format if the processing is based on your consent or on an agreement we have concluded with you; and
 - the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning you or otherwise significantly affects you.
- 6.5 You can find more information about your rights and how to exercise them on our website: <https://www.circet-benelux.eu/privacy-policy>. To exercise any of your rights, please send us an e-mail at privacy@circet.be. Please note that if

you wish to exercise a right, we may ask you to provide a copy of the front of your identity document.

We do this to prevent any infringement of personal data, for example because an unauthorised person is impersonating you and exercising a right in your name.

If you are not satisfied with the way we handle your request, you can lodge a complaint with the competent Data Protection Authority. The contact details of the Belgian and Dutch Data Protection Authorities are as follows:

- The Belgian Data Protection Authority: Drukpersstraat 35, 1000 Brussels or via the contact form on the website: <https://www.gegevensbeschermingsautoriteit.be/burger/acties/klacht-indienen>;
- The Dutch Data Protection Authority: Hoge Nieuwstraat 8, 2514 EL The Hague or via the contact form on the website: <https://www.autoriteitpersoonsgegevens.nl/nl/zelf-doen/gebruik-uw-privacyrechten/klacht-melden-bij-de-ap>.

In addition, you can find the contact details of the various European Data Protection Authorities here: https://ec.europa.eu/justice/article-29/structure/data-protection-authorities/index_en.htm.

Annex 1 – Affiliated companies of the Circet Benelux Group

Circet Belgium NV, part of the Circet Group, registered in the CBE under number 0874.125.297, a company incorporated under Belgian law with its registered office at Schoebroekstraat 62, 3583 Beringen;

Circet Infratechniek NV, part of the Circet Group, registered in the CBE under number 0885.415.307, a company incorporated under Belgian law with its registered office at Zagerijstraat 28, 2900 Schoten;

Circet Projects NV, part of the Circet Group, registered in the CBE under number 0464 702 650, a company incorporated under Belgian law with its registered office at Excelsiorlaan 35, 1930 Zaventem;

Teletronika NV, part of the Circet Group, registered in the CBE under number 0449.430.791, a company incorporated under Belgian law with its registered office at Zagerijstraat 28, 2900 Schoten.

Circet Nederland BV, part of the Circet Group, registered with the Chamber of Commerce under number 64199509, a company incorporated under Dutch law with its registered office at Utopialaan 24, 5232CE 's-Hertogenbosch.

Voets Infra BV, part of the Circet Group, registered with the Chamber of Commerce under number 77106423, a company incorporated under Dutch law with its registered office at Edisonweg 21A, 6101XJ Echt.

Circet Telecom BV, part of the Circet Group, registered with the Chamber of Commerce under number 850949142, a company incorporated under Dutch law with its registered office at Valutaboulevard 28, 3825BT Amersfoort.

Circet Technische Aanneming BV, part of the Circet Group, registered with the Chamber of Commerce under number 812227992, a company incorporated under Dutch law with its registered office at Valutaboulevard 28, 3825BT Amersfoort.