

HRNoia PRIVACY POLICY AND COOKIES POLICY

We at HRNoia (“we” or “our” or “us”) want to make sure all the personal information we have collected about you is safe and secure whether we collect it through our website at www.hrnoia.eu (“Site”) or from other sources. This Policy set outs our commitments to you, in compliance with and beyond the General Data Protection Regulation (commonly known as the GDPR) and explains how we collect, store and use your personal information.

If you have any questions about this Policy or what we do with your personal information, their contact details are set out in the “Contact” section below.

PRIVACY NOTICES

Collecting specific, relevant personal information is a necessary part of us being able to provide you with any services or products you may request from us or in providing services or products to our customers, providing you with information you have requested or just managing our relationship with you, whoever you are.

When we hold or use your personal information (and this is very relevant in mediation, recruitment and consulting) as a data controller or controller (see below for a description of what this is) we will provide you with a privacy notice which sets out in detail what information we hold about you (such as your contact details, address, etc.), how your personal information may be used and the reasons for these uses, together with details of your rights.

Where we collect personal information from you directly or indirectly, we will provide this privacy notice at the time we collect the personal information from you.

We will only provide this privacy notice to you once, generally at the start of our relationship with you. However, if the applicable privacy notice is updated substantially, then we may provide you with details of the updated version. You are encouraged to check back regularly for updates.

What is important is that You have certain rights in relation to your personal information, for example the right to be provided with the personal information held about you and details of its use and the right to have certain of your personal information either erased or anonymised, commonly referred to as the right to be forgotten.

Further details of how long we hold onto your personal information for are set out in the relevant privacy notice provided to you, but we will only hold your information for as long as is necessary or where you ask us to delete records we may delete it earlier.

The duration for which we retain your personal information will differ depending on the type of information and the reason why it was collected. However, in some cases personal information may be retained on a long term basis: for example, personal information that we need to retain for legal purposes will normally be retained for at least six years in accordance with usual commercial practice and regulatory requirements.

You are entitled by law to ask for a copy of your personal information at any time. You are also entitled to ask us to correct, delete or update your personal information, to send your personal information to you or another organisation and to object to automated decision making. Where you have given us your consent to use your personal information in a particular manner, you also have the right to withdraw this consent at any time.

To exercise any of your rights, or if you have any questions relating to your rights, please contact us on lieven@hrnoia.eu or through the website www.hrnoia.eu. You can also unsubscribe from any direct marketing by clicking on the unsubscribe link in the marketing messages we send to you. Your right to withdraw consent or object to processing for direct marketing are absolute rights.

ANALYTICS

We use analytics tools and cookies on this website to help deliver our online services, identify any service issues, improve our services, provide content tailored to users' personal preferences, and to monitor site traffic and usage.

These tools may be provided by third-party service providers and may include the collection and tracking of certain data and information regarding the characteristics and activities of visitors to our website. We may disclose data, including personal data, to certain third-party services providers in order to obtain such services.

One of these providers is Google Analytics. More information about the ways in which they collect and process your personal data can be found here:

www.google.com/policies/privacy/partners

You can opt-out of Google Analytics here: tools.google.com/dlpage/gaoptout

COOKIES

Cookies are small computer files which are downloaded onto your device when you browse the web. They collect information about the way in which you navigate and use this website and the wider web. This information may allow us to identify you or your approximate location. Cookies also help us provide you with a more personal experience, like a local version of the website in a local language. Information from cookies also allows us to make improvements to our services.

We only collect "session" cookies, which are not usually stored after your browsing session has ended. These are used to establish your approximate location and to serve up the website in an appropriate language.

You may delete and block all cookies, or just certain types of cookies, via your browser settings. However, if you choose to block or delete cookies, this may affect the functionality of the website.

In the event of any query or complaint in connection with the information we hold about you, please email lieven@hrnoia.eu or write to us at: Lieven Lambrecht, Itegemse steenweg 147, 2270 Herenthout, Belgium