

CATALYST Privacy Statement

Since May 2018, EU Regulation 2016/679 on the processing of personal data and on the free movement of such data (RGPD) has been directly applicable in all EU countries.

CATALYST has always considered the management of its customers' or subjects' personal data to be a privilege and a value, and is committed to guaranteeing protection with full respect for accuracy, legality and transparency.

PURPOSES AND METHODS OF PROCESSING PERSONAL DATA

The personal data provided by the interested party ("Data") is used by Catalyst subsidiaries according to the type of services provided.

Accounting and tax services will be handled exclusively by the accounting department (Catalyst Accounting, formerly A. Fiducia), whose ITAA accreditation number is 50.008.348 4 F 16, and will be processed for the following purposes:

- Analysis of accounts - accounting
- Financial statements
- Financial management
- Personal tax return
- ISOC Statement
- Tax defence
- Tax and legal advice
- VAT return
- Indirect tax returns
- Contributions
- Audit work
- Company reorganisation
- Legal formalities

Data processing for each of the above purposes may be carried out in paper, automated or electronic form and, in particular, by ordinary or electronic mail, telephone (e.g. automated calls, SMS), fax and any other IT channel (e.g. websites, mobile phone applications).

For the social services provided by Catalyst HR Solutions (formerly Salary Partner), company number 0645.650.806, the Data will be used for the following purposes:

- Dimona Declaration
- Drawing up pay slips
- HR and social management on behalf of the client
- Legal formalities
- Social and legal advice

DATA CONTROLLER AND DATA PROTECTION OFFICER

The data controller is the company's director, Jean Rolin. Interested parties may contact the Data Protection Officer and the company on these matters at the following e-mail address: info@catalyst-group.be

DATA RETENTION

The data processed to provide the service and for customer satisfaction will be kept by the company for the period considered strictly necessary for these purposes. In addition, the data processed to provide the service may be kept for a longer period in order to manage any disputes that may arise in connection with the provision of the service.

Unless otherwise specified by the client, the engagement letters, agreements and general terms and conditions of Catalyst and its subsidiaries explicitly provide for the possibility of exporting and processing Data outside the European Union.

RIGHTS OF THE PERSON CONCERNED

The person concerned has the following rights:

1. Right of access, i.e. the right to obtain confirmation from the company as to whether or not data is being processed and, if so, to have access to it.
2. Right of rectification and cancellation, i.e. the right to obtain the rectification of inaccurate data and/or the integration of incomplete data or the cancellation of data for legitimate reasons.
3. Right to restrict processing, i.e. the right to request suspension of processing on legitimate grounds
4. The right to data portability, i.e. the right to receive data in a structured, commonly used and readable format, as well as the right to transmit data to another data controller.
5. Right to object, i.e. the right to object to the processing of data on legitimate grounds
6. Right to contact the competent data protection authority in the event of unlawful data processing
7. Right to be forgotten: Individuals can demand that their data be deleted and that it no longer be circulated or processed.

The interested party may exercise the aforementioned rights by writing to CATALYST, via Mr Jean Rolin, or to the following e-mail address: info@catalyst-group.be

OTHER DATA PROCESSORS

Data may be communicated to third parties to meet certain legal obligations, to comply with orders from public authorities or to exercise a right of the company in legal matters.

This privacy policy is available in several languages. In the event of a dispute or inconsistency between the versions, the French version shall prevail.