Privacy Policy

1. Personal Data Protections

This Privacy Policy describes Exquando's practices regarding the collection of personal data in the context of its own business activities. By "personal data" we mean any information that can identify you, locate you or contact you. We may collect the following personal data:
• Contact information allowing us to communicate with you such as your name, first name, postal address, telephone numbers, e-mail address and other addresses allowing us to send you messages.
• Relational and transactional professional data related to your interactions with Exquando in the context of services and requests for information. For example, personal data on a contract.
• As part of a process of selection and recruitment of data relating to the professional and academic background.

2. Personal Data Collection by Exquando

In most cases, we collect personal data directly from you. We invite you to provide personal data (including contact information and relational information) when you interact with us. However, we may collect personal data through a third party (for example, your current employer or a reference person in the case of a recruitment process).

3. Usage of Your Personal Data

Exquando uses your personal data to:
• Respond to your requests for information about our services and benefits
• Carry out our daily business activities such as contract management, performance of services, payment management, ...
• Select candidates following a job opening.

User data is not used for promotional or marketing purposes and is not assigned.

4. Access to Your Personal Data

You have the right to consult, correct, oppose and delete your data. All you have to do is send your request with proof of identity either by email to contact@exquando.com, or in writing to Exquando, Avenue Edison 20, 1300 Wavre.

Exquando is committed to responding to your request within 30 days.

5. Transfer of Your Personal Data

Exquando understands that you do not want us to provide your personal information to third parties for marketing purposes. We limit the sharing of your personal information with our service providers (such as a social secretariat or insurance broker if you are employed by Exquando), who are required by law or under contract to protect your personal information and use only your personal information in accordance with our instructions.

6. Cookie Policy

Cookies are small pieces of information sent by our servers to your computer or device when you access our services, and which are unique to you. We only use session cookies whose lifespan is limited to a browsing session. They are stored in your browser and later returned to our servers so we can provide contextual content. They are used to help us understand your preferences based on the previous or current activity of the site, your language and your country, which allows us to provide you with improved services.

7. Job Applicants

By applying for a job at Exquando, whether it is a spontaneous application, a response to a job offer posted on our website or in response to our solicitation, you signify your explicit consent to the collection, the use and storage of personal information that you send us. This personal data is added to our database and used exclusively for recruitment and other normal human resources operations. For example, we can send you information about new job openings at Exquando.

8. Data Security

Exquando has implemented an information security programme that contains administrative, technical and physical controls designed to protect your personal information.

9. Further Information

Please contact us if you have any questions, comments or complaints if you believe that Exquando has not processed your personal information properly or violated its confidentiality obligations. Your complaint can be addressed with a proof of identity either by email to contact@exquando.com, or in writing to Exquando, Avenue Edison 20, 130 Wavre.

The responsible person will investigate any request and notify you within 30 days.