



Privacy policy Lion Products –applicants and employees

Who are we?

Lion Products, with registered office at 2820 Bonheiden, Gestelhoflei 6, RPR Antwerpen, afdeling Mechelen, 0821.993.638 is responsible for the processing of personal information as indicated in this privacy policy.

Our contact details are:

Lion Products
Gestelhoflei 6
2820 Bonheiden
contact@lionproducts.be
Telefoon: +32 (0)15 347 962

Which data do we process?

Lion Products collects and processes the following personal information from its applicants and its employees:

1. Identification data: salutation, name, surname, marital status, date of birth, nationality and place of birth;
2. Contact details: address, telephone number and e-mail;
3. Data collected during the application process to assess whether your application is eligible for a specific job: your CV, your education and diploma's, language skills, your professional experience (job title, duration, company name, company type, main tasks and responsibilities), your availability, references and skills in various fields.
4. In case of recruitment or employment: medical certificates, bank account number, evaluations.

Why do we process your data?

Your personal information will be processed in compliance with regulations in the applicant- and personnel files for the following purposes:

- Possible recruitment;
- Employee policy and administration;
- Training and evaluation employees;
- Social, fiscal and other obligations;
- Distribution of publications and internal communication;

- Safety and risk prevention, anti-fraud;
- Cost calculation;
- Payroll administration;
- E-mail traffic;

On what grounds do we process your data?

The data will be processed on the basis of your permission wat concerns the application, and on the other hand on the basis of the employment contract, the legal provisions concerning labor and social security law or when Lion Products has a legitimate interest. In this case, we always aim for a balance between that interest and respecting the privacy of the person concerned.

Since the processing for applicants is based on obtaining data on the basis of your consent, you can also withdraw it. In that case no employment contract can be concluded.

Once you are employed by our company, you can no longer oppose the processing of your personal data for the stated purposes.

What is the origin of your data?

We process the personal data of applicants and employees that were communicated to us by those involved. We can also collect information about job applicants by consulting third-party sources, such as on LinkedIn and other job sites;

Finally, Lion Products processes data that we have obtained in the context of the management of the contractual relationship and the legal provisions of third parties.

To whom do we transfer your data?

Your personal data will be communicated to third parties on the basis of the legal provisions regarding employment law, social security law and tax law, and to third parties with whom an agreement has been concluded in the context of payroll administration, the granting and follow-up of extralegal benefits, and / or other necessary personnel-related activities. The data relating to the payment of wages are processed by SSE Antwerp.

Your data will not be transferred to third parties for commercial purposes.

How long will your data be stored and processed?

Applicants:

If your application does not lead to a recruitment, we will retain your personal data for a maximum of 2 years.

Employees:

Your data will be processed as long as you remain in service of the company. They are retained after the termination of employment in accordance with the legal provisions regarding employment law, social security law and tax law and in any case no longer than 10 years after termination of employment.

What rights do you have?

You have certain rights and choices regarding the personal data that we collect from you. You have the right in principle to view, correct or delete your personal data.

In addition, you have the right to withdraw your consent to the processing of data or to object to certain processing of your personal data by Lion Products.

You have the right to data portability. This means that you can submit a request to us to send the personal information we have in your computer file to you or another organization named by you. You have the right to limit the processing of your personal data if (i) you dispute the accuracy of the personal data, (ii) the processing is unlawful and you oppose the deletion of the personal data, (iii) we no longer need your data for the processing purposes, however you still need it for the establishment, exercise or substantiation of a legal claim, (iv) you objected to the processing on the grounds of the legitimate interests of Lion Products

You can send a request for inspection, correction, deletion, data transfer or limitation of your personal data or request for cancellation of your consent or objection to the processing of your personal data to vicky.lion@lionproducts.eu.

To ensure that you made the request for access, we ask that you send us a copy of your ID with the request. Please ensure that your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and citizen service number (BSN) is made black in this copy. This is to protect your privacy.

Lion Products will respond as soon as possible, but within 30 days, at your request.

Lion Products also wants to point out that you have the possibility to file a complaint with the national supervisor. You can do this through the following contact details:

Commission for the protection of privacy

Drukpersstraat 35, 1000 Brussels

+32 (0) 2 274 48 00

+32 (0) 2 274 48 35

commission@privacycommission.be