



Privacy & Cookie-policy
MCN

Last update July 5th, 2018

MCN, as a Data Controller is required to process personal data from its (potential) candidates, (potential) clients, prospects and (network) contacts and informs you with this Privacy & Cookie Policy on the actions taken in order to comply with the General Data Protection Regulation.

This Privacy Policy is applicable to the processing of Personal Data of (potential) candidates, (potential) clients, prospects and (network) contacts as well as visitors to the website accessible via the following address www.mcn-mci.com (hereinafter: "the Website"). Please read this Privacy Policy carefully, because it contains essential information about how your personal data are processed.

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1 – General

The company responsible for the processing of your personal data is MCN Consulting bvba, with registered offices in Belgium, 1770 Liedekerke, Pamelsestraat 384 and registered in the CBE with enterprise number: BE0476.180.027.

MCN is compliant with the European Regulation 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and the free movement of such data.

This Privacy & Cookie Policy is applicable to the gathering and processing of Personal Data by MCN: e.g. when you have contact with MCN by mail/phone/..., when you send your CV and resume, when



you connect with MCN on social media, when you subscribe to our newsletter, when you visit the Website,

This Privacy & Cookie Policy can be amended from time to time. The most recent version of the Policy is always available on our Website.

2 – Definitions

MCN: MCN Consulting bvba, with registered offices in (Belgium), 1770 Liedekerke, Pamelsestraat 384.

Personal data: any information relating to an identified or identifiable natural person such as contact details, CV, identity information,...;

GDPR: General Data Protection Regulation;

Data Subjects: (potential) candidates, (potential) clients, (network) contacts, prospects, visitors to the Website, ...;

3 – Personal Data

MCN will only process Personal Data of Data Subjects which is relevant for the professional activities of MCN and according to the Data Protection Principles contained in the GDPR.

In general, or in case of contact with MCN as a (potential) candidate, as a (potential) client, as a prospect or (network) contact (e.g. by mail, phone, face-to-face; by any social medium; by subscribing to our newsletter; interviews; communication), we may process the following personal data:

- Your identity and contact information (e.g. name, company name, function, e-mail address, telephone number, ...);
- The personal data contained in the communication;
- Other personal data you reveal to us;
- Information available on social media, internet and other public information sources;

In case of contact with MCN as a (potential) candidate, we will in addition process the following personal data:

- Your CV or LinkedIn profile , experience, skills, competences, availabilities, fee indication, as well as any other personal data you reveal in your CV or during contacts with MCN, ...

In case you visit the Website we will process certain personal data through the use of cookies. More information on our cookie policy can be found in article 9 of this Privacy & Cookie Policy.

4 – Purposes and lawfulness of the processing



MCN adheres to the Data Protection Principles contained in the GDPR and will process the collected Personal Data only for certain lawful purposes and based on the following legal grounds:

- Communication and collaborating with you (e.g. responding to your requests, questions, remarks; to keep contact; planning contacts, meetings or interviews) based on your explicit consent as well as our legitimate purpose;
- For the search, evaluation and (pre-)selection of (potential) candidates for specific assignments or introducing the retained candidates to the client(s) based on our legitimate interest as well as your consent or execution of the agreement;
- Communication and collaboration with (potential) candidates (e.g. planning meetings or interviews; to inform on possible assignment opportunities; keep contact; send newsletter; sharing information related to our business; request updates on your CV, status, availability; execution of assignments) based on your explicit consent as well as our legitimate purpose or execution of the agreement;
- (Potential) client, prospect and (network) contacts - relationship management (e.g. to keep contact, prospecting, sending newsletters or information related to our business; planning meetings, execution of assignments) based on your consent as well as our legitimate interest for processing or execution of the agreement;
- Administration purposes (e.g. invoicing) based on our legitimate interest as well as the execution of the agreement between MCN and the (potential) candidate or (potential) client.
- The maintenance and improvement of the Website and the inclusion of Personal Data in anonymous statistics, from which the identity of specific persons or companies cannot be determined, based on the legitimate interests of MCN to continuously improve its Website and services;

Certain Personal Data may be used for direct marketing purposes based on your consent, as well as our legitimate interests for processing.

The processing of the Personal Data of the Data Subject will include profiling whereby MCN will evaluate the profile of the (potential) candidate in order to verify his/her competences, availability as well as experience. However, this processing will not include automated profiling nor automated decision making.

5 – Transfer to third parties

MCN will not sell the Personal Data of the Data Subjects, nor rent, distribute or otherwise make commercially available to third parties, except as described underneath or with your prior consent.

MCN may transfer certain Personal Data of the (potential) candidate to the (potential) client in order e.g. to evaluate the profile of the (potential) candidate, to enter into an agreement, Please note



that MCN will only transfer the Personal Data of the (potential) candidate to the (potential) client after the (potential) candidate has signed the Availability and Confidentiality Agreement and thus has explicitly consented to this transfer of Personal Data.

In the event of full or partial reorganization or transfer of activities of MCN, the Personal Data of the Data Subjects processed by MCN may be transferred to new entities or third parties through which the business activities of MCN are wholly or partially carried out. MCN will reasonably attempt to inform the Data Subjects in advance of the fact that MCN will disclose the Personal Data to the said third parties, but the Data Subjects must also acknowledge that this is not always technically or commercially feasible under all circumstances.

In rare cases, MCN may have to disclose the Personal Data of the Data Subject pursuant to a court order or to comply with other mandatory laws or regulations. MCN will reasonably attempt to inform you in advance in this respect, unless this is subject to legal restrictions.

6 – Duration of the processing

The Personal Data is stored and processed by MCN for a period that is necessary depending on: the purpose of the processing, the contractual relationship between MCN and the Data Subject as well as depending on certain obligations to store Personal Data contained in the law.

7 – Rights of the Data Subject

Right of access and information: The Data Subject has the right to obtain from MCN confirmation as to whether or not Personal Data concerning him or her are being processed, and, where that is the case, have access to information such as: categories of Personal Data, the purposes of processing,...

The Data Subject also has the right to receive a copy to his/her Personal at any time and free of charge.

Right to rectification, erasure and right to restriction of processing: MCN will keep the Personal Data of the Data Subjects as accurate as possible and encourages the Data Subjects to notify MCN of any amendments. Additionally, the Data Subject has the right to request MCN to rectify his/her Personal Data in case they are inaccurate for example by sending an updated CV or updated contact details.

In certain circumstances the Data Subject also has the right to request for erasure and/or to request for the restriction of processing by MCN.

Right to object: The Data Subject has the right to object, on grounds relating to his or her particular situation, at any time to the processing of Personal Data based on legitimate interests including (automated) profiling based on legitimate interests.



In addition, the Data Subject always has the right to oppose the use of his/her Personal Data for direct marketing purposes; in such a case the Data Subject does not have to provide MCN with reasons for this demand.

Right of data portability: The Data Subject has the right to obtain his/her Personal Data processed by MCN in a structured, standard and machine-readable form and / or to ask MCN to transfer it to other data controllers.

Right of withdrawal of consent: Insofar as the processing is based on the prior consent of the Data Subject, he/she has the right to withdraw this permission.

Right to file a complaint: The Data Subject has the right to file complaint with MCN on the processing of his/her Personal Data by MCN. The Data Subject also has the right to file a complaint with the Belgian Data Protection Authority ("Gegevensbeschermingsautoriteit). This right is without prejudice of eventual proceedings before a civil court if the Data Subjects suffers damages as a result of the processing of the Personal Data.

The Data Subject can exercise all of the abovementioned rights by contacting MCN by e-mail (info@mcn-mci.com) with a copy of the identity card of the Data Subject in order for MCN to verify the identity.

8 – Security and confidentiality

MCN declares to have developed security measures that are adapted on a technical and organizational level in order to avoid the destruction, loss, falsification, modification, unauthorized access or notification by mistake to third parties of the Personal Data as well as any other unauthorized processing of the Personal Data.

More specifically, MCN has taken measures to store the Personal Data securely, safely and confidential, has concluded confidentiality agreements with her employees and appointees and has concluded data processing agreements with her data (sub-)processors. Although we process and store your personal data securely, you must understand that MCN can in no circumstances guarantee the safety and security at all times, and that MCN can't be held liable for any direct or indirect damage resulting from incorrect or unlawful use by a third party of the personal data.

Visitors to our Website, also need to comply with the general safety regulations at all times, for example by preventing any unauthorized access to the login and code of their computer.

9 – Cookie policy

A "cookie" is a small file sent by MCN server and placed on the hard drive of your computer. The information stored on these cookies can only be read by us and only for the duration of the visit to the Website.



The Website uses cookies and similar technologies to distinguish your usage preferences from those of other users of our Website. This helps MCN to provide you with a better user experience when you visit our Website and also allows us to optimize our Website.

As a result of legislative changes, all Websites aimed at certain parts of the European Union are in some cases required to request your consent for the use or storage of certain cookies and similar technologies on your computers or mobile devices. This cookie policy gives you clear and complete information about the cookies we use and their purpose.

Although there are different types of cookies, distinguished in terms of functionality, origin or storage period, the legislation mainly distinguishes between functional or technically necessary cookies on the one hand and all other cookies on the other.

The Website only uses the following Functional cookies:

Name	Origin	Function	Period of storage
waxlang	Wax Interactive	This cookie remembers the language of the website you have visited.	12 months
_gat-UA-	Google Analytics	This cookies is implemented by Google Analytics in order to measure and analyze website visits.	13 months
_gid	Google Analytics	This cookies is implemented by Google Analytics in order to measure and analyze website visits.	13 months
_ga	Google Analytics	This cookie is implemented by Google Analytics in order to measure and analyze visits. This cookies allows Google Analytics to recognize the visitor.	13 months
__atuvc	Google analytics	This cookie keeps track of the number of page shares.	24 months

The Website does not use non-functional cookies.

For cookies placed by third parties (including Google Analytics) we refer you to the statements that these parties give on their respective websites. Please note: we do not exert any influence on the content of these statements, nor on the content of the cookies of these third parties: Google Analytics cookies.



On the first visit to the Website, the Data Subject will be asked to consent to the installation of cookies. In case the Data Subject continues to use the Website, this is also considered as consent to install cookies. The Data Subject can also refuse or block cookies by changing the configuration parameters of his/her navigation system. However, disabling cookies may mean that the Data Subject cannot use certain features of the Website.

More information about cookies can also be found at: <http://www.allaboutcookies.org/>

More information on online behavioral advertising and online privacy can be found here: <http://www.youronlinechoices.eu/>

10 – Questions?

If you have any further questions or comments regarding the processing of your Personal Data, please contact MCN Consulting bvba by e-mail (info@mcn-mci.com).