

PRIVACY NOTICE FOR EMPLOYEES

Please read this Privacy Notice carefully. In this notice we explain why and how we collect your personal data, how we protect these and how long they are stored. We store your data as safely as reasonably possible and protect these against loss, unauthorized distribution or access and we treat your personal data in strict compliance to the applicable legislation related to data protection, more specific the General Data Protection Regulation 2016/679 of 27 April 2016 ('GDPR').

This Privacy Notice is drafted as a Q&A ('Questions & Answers') list.

1 Who will process my personal data?

The controller of your personal data is the legal entity of the Plopsa group from the overview below with whom you are linked by means of an employment contract (hereafter: 'Plopsa'):

| Country | Legal entity | Core activities | Address(es) | Company number |
|-----------------|---------------------------|--|---|-------------------|
| Belgium | Studio Plopsa SA | Holding company | 8660 De Panne, De Pannelaan 68 | BE0463938924 |
| | Plopsa SA | Owner and operator of Plopsaland De Panne, Plopsaqua De Panne, Mayaland Indoor, Plopsa Theater, Plopsa Indoor Hasselt and Plopsa Store in Wijnegem | PLOPSALAND (De Panne), met zetel te 8660 De Panne, De Pannelaan 68 PLOPSA INDOOR HASSELT, met zetel te 3500 Hasselt, Gouverneur Verwilghensingel 70 PLOPSALAND (store) met zetel te 2110 Wijnegem, Turnhoutsebaan 5 | BE0466400051 |
| | Ter Hoeve SA | Owner and operator of camping Ter Hoeve | 8660 De Panne, De Pannelaan 68 | BE0446258396 |
| | Plopsa SPRL | Owner and operator of Plopsa Coo | 4970 Stavelot, Coo 0 | BE0405853542 |
| | Plopsa Hotel SA | Owner and operator of the Plopsa hotel | 8660 De Panne, De Pannelaan 68 | BE0691787865 |
| The Netherlands | Plopsa BV | Owner and operator of Plopsa Indoor Coevoorden | 7751 SH Dalen, Reinersdijk 57 | NL809 376 490 B01 |
| Germany | Holiday Park GmbH | Owner and operator of Holiday Park | 67454 Hassloch, Holiday Park Str. 1-5 | DE149 372 868 |
| Poland | Kownaty Park I Sp. Z o.o. | Owner and operator of Majaland Kownaty | 66-235 Torzym, Kownaty 17 | PL5252580471 |

2 What are the legal grounds, the types of personal data and the purposes for which my personal data are processed?

2.1 Possible legal grounds

Plopsa will lawfully process your personal data and this mainly for one of the following (relevant) legal grounds:

- because it is necessary for the performance of the employment contract or in order to take steps prior to entering into the employment contract ('**Contract**');
- because it is necessary to comply with our legal obligations ('**Legal obligation**');
- because it is necessary to safeguard our own legitimate interests or those of a third party, insofar as your interests or fundamental rights and freedoms don't prevail. We will balance this case by case and will permanently monitor this ('**Legitimate interest**').

Besides those mentioned above, there are also some less common legal grounds based on which Plopsa may occasionally process your personal data, such as your consent which we will use only if strictly necessary in the context of the employment relationship, the necessity to protect your vital interests or those of another person, for example in case of a medical emergency or the necessity in matters of public interest or public authority that has been handed to us, (for example the reporting of an alleged crime to the investigating authorities).

For each specific purpose for which we process your personal data we will only refer to one legal ground.

2.2 Legal grounds for the processing of sensitive data

Occasionally, Plopsa will also have to process sensitive data in the context of the employment relationship.¹

The processing of these data is restricted and Plopsa will only do this in case it has a legal basis for this.

2.3 Processed personal data and the related purposes and legal grounds

Personal data include all information that is related to you or on which basis you can be identified. Anonymous data, without the possibility to identify you, are therefore not regarded as personal data.

Plopsa processes your personal data, whether or not in electronic or automated form, for legitimate purposes and on the basis of one of the abovementioned legal grounds.

In the table below you find an overview of which type of data is processed by us, for which purpose and which primary legal ground² is invoked. It speaks for itself that this list can't be exhaustive. We keep more details internally in the so-called record of processing activities.

| Purpose | Examples of personal data | Primary legal ground |
|--|--|--|
| Compliance with all legal, regulatory and administrative obligations and the application of employment and tax laws (including work permits) | <ul style="list-style-type: none"> - Standard data related to your identity (surname, name(s), address, ...) - Personal data (place and date of birth, civil status, language, nationality, gender, family composition, bank account number, ...) - Data related to the performance of our employment contract (function, title, department, work place, employment regime, presences and absences, | Legal obligation (also related to possible sensitive data) |

¹ This can be: data about your health, data that reveal your race or ethnic background, political views, religious or ideological beliefs or union membership, data related to your sexual orientation, biometrical data or data related to criminal convictions or criminal offences.

² As mentioned, we only invoke one legal basis for each purpose, but to keep this notice transparent, it is not possible to explain the purposes in detail. Therefore multiple legal grounds can be applicable within one described summarized purpose.

| | | |
|---|--|--|
| | <ul style="list-style-type: none"> performance appraisals, training, disciplinary procedures, ...) - Financial data (salaries, bonuses, benefits, ...) | |
| Personnel administration including the administration of salaries, wages, fringe benefits, the management and execution of any other benefit scheme, such as the group insurance, and the reimbursement of expenses | <ul style="list-style-type: none"> - Standard data related to your identity (surname, name(s), address, ...) - Personal data (place and date of birth, civil status, language, nationality, gender, family composition, bank account number, ...) - Data related to your career (education, training, competency profile, professional experience, career path within the group, ...); - Data related to the performance of our employment contract (function, title, department, work place, employment regime, presences and absences, performance appraisals, training, disciplinary procedures, ...) - Financial data (salaries, bonuses, benefits, ...); - Data related to the use of the company car, fuel card and possible fines; - Data related to business travel and expenses incurred in this respect; - Data related to your emergency contacts; - Data required for the management of the occupational pension scheme(s) and/or the medical scheme and/or any other benefit scheme, including data with regard to the identity of your family members or, if applicable, with regard to the identity of the potential beneficiaries of entitlements under such schemes. | Contract (or legal obligation related to possibly sensitive data) |
| Making of a TeamCard/ TeamCard Family | <ul style="list-style-type: none"> - Information about your identity and the identity of the persons living in your house; - A certificate of family composure. | Contract |
| Management of access control (more specifically to the building and offices) | <ul style="list-style-type: none"> - Standard data related to your identity (surname, name(s), address, ...) - Data related to the use of the access badge. | Legitimate interest |
| (Periodic) screening of irreconcilable criminal antecedents | <ul style="list-style-type: none"> - Extract from the criminal records model II | Legal permission |
| Personnel management and implementation of Plopsa's personnel policy, inclusive of the performance appraisal of the personnel, training and career planning, whether or not by means of software tools installed for these purposes | <ul style="list-style-type: none"> - Standard data related to your identity (surname, name(s), address, ...) - Personal data (place and date of birth, civil status, language, nationality, gender, family composition, bank account number, ...) - Data related to your career (education, training, competency profile, professional experience, career path within the group, ...); - Data related to the performance of our employment contract (function, title, department, work place, employment regime, presences and absences, performance appraisals, training, disciplinary procedures, ...) | Legitimate interest (or legal obligation regarding the mandatory trainings, such as first aid) |

| | | |
|---|---|--|
| | <ul style="list-style-type: none"> - Financial data (salaries, bonuses, benefits, ...). | |
| Work planning and time registration | <ul style="list-style-type: none"> - Standard data related to your identity (surname, name(s), address, ...) - Data related to your career (education, training, competency profile, professional experience, career path within the group, ...); - Data related to the performance of our employment contract (function, title, department, work place, employment regime, presences and absences, performance appraisals, training, disciplinary procedures, ...) - Financial data (salaries, bonuses, benefits,...). | Contract (and legal obligation to the extent mandatory under working time rules) |
| Managing employee communications and relations (e.g. sending the Plopsa Fun and Plopsa Team) | <ul style="list-style-type: none"> - Standard data related to your identity (surname, name(s), address, ...) - Personal data (place and date of birth, civil status, language, nationality, gender, family composition, bank account number, ...) | Legitimate interest |
| Management of phones, car fleet, mobile phones and the computer network | <ul style="list-style-type: none"> - Standard data related to your identity (surname, name(s), address, ...) - Personal data (place and date of birth, civil status, language, nationality, gender, family composition, bank account number, telephone number, e-mail address, hobbies and interests, ...); - Data related to your career (education, training, competency profile, professional experience, career path within the group, ...); - Data related to the performance of our employment contract (function, title, department, work place, employment regime, presences and absences, performance appraisals, training, disciplinary procedures, ...) - Financial data (salaries, bonuses, benefits, ...); - Data related to the use of telephones and mobile phones and other electronic devices such as a computer (passwords, log data, electronic identification data, ...); - Personal data sent via e-mails and logs (electronic identification data); - Data related to the use of the company car, fuel card and possible fines. | Legitimate interest |
| Camera surveillance (see camera policy in the work rules) | <ul style="list-style-type: none"> - Camera surveillance images based on which you are identifiable | Legitimate interests |
| Providing your references to your potential new employers if you were to look for another job | <ul style="list-style-type: none"> - Standard data related to your identity (surname, name(s), address, ...) - Data related to your career (education, training, competency profile, professional experience, career path within the group, ...); - Data related to the performance of our employment contract (function, title, department, work place, employment regime, presences and absences, | Legitimate interests |

| | | |
|--|--|--|
| | performance appraisals, training, disciplinary procedures, ...). | |
|--|--|--|

To strengthen the group feeling within Plopsa, it is further in our legitimate interests to process your photo (e.g. in the context of our organisational charts, yearbook, staff magazine or occasionally on a social media page managed by Plopsa or in the context of a Plopsa event). If you pose for a photograph or do not object to publishing a photograph taken, you will be deemed to consent to the use of your photo for the aforementioned purposes.

3 Where do your personal data come from?

When you start your employment with Plopsa the initial data comes from you. In the course of your employment you will provide us with further information e.g. medical certificates or information that we need to manage and pay your salary and benefit schemes. If you do not provide us with information that you are required by law or contract to give us, you may lose benefits or we may decide not to employ you or end your contract.

In the course of your employment contract we may also receive or generate personal data relating to you from others. These others can both be internal (e.g.: managers, colleagues, IT systems) as well as external (e.g.: customers, suppliers or those to whom you communicate by email or other systems) to Plopsa.

4 Who will have access to my personal data?

Internal use

Your personal data may be disclosed to your hierarchic superiors, the HR department, the IT department and administrators for employment, administrative and management purposes as mentioned above. We may also disclose data to another Plopsa entity within the group in the scope of those purposes.

External use

For the above mentioned purposes, personal data may be disclosed to and possibly even processed by third parties such as:

- the social security administration;
- the tax administration;
- the payroll provider;
- the external service for prevention and protection at work;
- the access registration company (who can access the access registration data for support purposes);
- the insurance companies Plopsa has entered into an insurance (and/or a reinsurance) contract with (including the insurance companies for work accidents, medical insurance, group insurance, income care and premium waiver);
- the insurance broker(s);
- the external training agencies for the training of personnel;
- the industry funds;
- law enforcement authorities in accordance with the relevant legislation;
- Plopsa's customers in order to share the contact details, experience and professional qualifications of employees for business purposes;
- IT companies or service providers for human resources software programs;

- cloud processors for data archived in the cloud;
- specialised service providers appointed by Plopsa for various business services;
- other professional advisors.

The employees, managers and/or representatives of the abovementioned service providers or institutes and the specialised service providers appointed by them should respect the confidential nature of these data and may only use these data in line with the instructions of Plopsa.

5 Will my personal data be transferred outside my country of residence?

Plopsa does not send any personal data of its personnel to countries outside of Europe.

6 Will Plopsa make use of automated decision-making?

Automated decisions are defined as decisions about individuals that are based solely on the automated processing of data and that produce legal effects that significantly affect the individuals involved.

As a rule, Plopsa does not make use of automated decision-making as described above. Plopsa does not base its decision whether or not to employ you or promote you or for any other HR related reason solely on automated processing of your personal data.

7 How long are my personal data stored?

Your personal data will not be stored longer than necessary for the abovementioned purposes. In principle your personal data are stored during your employment and for a period of five years after the end of your employment. Personal data that are relevant related to your entitlement to a legal and/or supplementary pension will be stored until the legal pension age, extended with one year.

8 What are my rights with regard to the processing of my personal data by Plopsa and who can I contact?

You have at any time the right to contact Plopsa if you want to:

- Access your personal data. This includes the right to obtain a copy of the personal data undergoing processing to the extent that this would not adversely affect the rights and freedoms of others;
- Rectify your inaccurate personal data including supplementing incomplete data;
- Erase your personal data if there is no (longer a) lawful ground for us to process it;
- Transfer your personal data (= to obtain them in a structured, commonly-used and machine readable format) insofar we process them in an automated way related to your employment contract ('Contract') and insofar this does not affect the rights and freedoms of others, such as for example your colleagues;
- Restrict your personal data if you were to object to the processing or to the accuracy of the processed data or if you wish to retain certain personal data in the context of a possible claim while Plopsa no longer needs the data in the light of the purposes mentioned under point 2.

You have at any time the right to object to the processing for which Plopsa bases itself in section 2 on the legitimate interest. Plopsa will then cease the processing unless it has compelling legitimate grounds for the processing.

In addition, you also have the right - if you feel that Plopsa did not act in line with data protection legislation - to lodge a complaint with the supervisory authority of your habitual residence, of your place of work or of the place of the alleged infringement

If you would like to receive more information on the processing of your data, your rights or explanation of this Notice, you can always contact us. Your contact at Plopsa for any further information is the HR or Privacy department (privacy@plopsa.com).

9 Changes

We may edit this Privacy Notice from time to time, within the limitation set out by the relevant privacy and data protection laws. The most recent version can be consulted at Privacykennisgeving.plopsajobs.be.