

Privacy Policy Franki Foundations

Privacy Policy in a nutshell

This notice is addressed to any external data subject from which Franki Foundations may process personal data, including notably the following persons:

- Points of contact and representatives of our customers;
- Legal experts we are working with in the context of legal assignments;
- Job applicants;
- Points of contact and representatives of prospects;
- Any other natural person concerned by a legal assignment and whose personal data are sent to Franki Foundations by our customers

WHO ARE WE?

We are Franki Foundations Belgium SA, and its subsidiaries Atlas Fondations SAS and Franki Grondtechnieken BV, internationally known as expert in deep foundation techniques. Franki Foundations acts as a multi-service contractor who delivers complex realisations that meet the highest standards of design, quality and safety.

- Address: Avenue Edgard Frankignoul, 2, Saintes 1480, Belgium
- Company Number: BE0462.910.526
- Phone Number: +32 2 391 46 46

PERSONAL DATA CATEGORIES WE PROCESS

When we process your personal data, we merely process the following categories of personal data:

- Identification Data: name, first name
- Contact Data: professional phone number, professional mail address
- Professional Data: employer, job title, professional experience
- Educational Data: degrees, certificates
- Financial data: VAT number, account number
- Any other personal data that you communicate to us in order to manage your legal requests

THIRD PARTIES WITH WHOM WE SHARE PERSONAL DATA

Other natural or legal persons with whom your personal data may be shared:

- Our ICT Providers
- Our Administrative Providers (including notably Accountants)
- Any public or regulatory authority to which Franki Foundations has the legal obligation to disclose certain information

PERSONAL DATA RETENTION

Depending on the processing activity, we may store your personal data from 1 month up to 10 years, based on the nature of data processed, the legal basis, the purpose of processing and legal obligations of Franki Foundations.

YOUR RIGHTS AS DATA SUBJECTS

Depending on the processing activity and the legal basis for it, you have various rights to keep control over your personal data:

- Right to access your personal data
- Right to rectify your personal data in case of inaccuracies
- Right to object the processing of your personal data
- Right to limit the processing of your personal data
- Right to erasure of the personal data we hold
- Right to withdraw your consent where the processing is based on your consent
- Right to portability of your personal data in a machine-readable format

MORE INFORMATION

Should you have any further question, request or remark, you can contact us:

- Via postal mail at Avenue Edgard Frankignoul, 2, Saintes 1480, Belgium
- Via phone at +32 2 391 46 46
- Via e-mail through privacy@ffgb.be

1. GENERAL

- 1.1 This privacy policy ("Privacy Policy") governs the processing of your personal data. This processing is undertaken by FFGB ("Company", "we", "us", "our") in compliance with applicable data protection legislation.
- 1.2 This notice is addressed to any external data subject from which Franki Foundations may process personal data, including notably the following persons:
- Points of contact and representatives of our customers;
 - Legal experts we are working with in the context of legal assignments;
 - Job applicants;
 - Points of contact and representatives of prospects;
 - Any other natural person concerned by a legal assignment and whose personal data are sent to Franki Foundations by our customers
- 1.3 You acknowledge that you have read this Privacy Policy carefully and that you agree with it without reservation. We reserve the right to modify, change or amend the Privacy Policy at our own discretion and from time to time. You declare that you understand the purpose(s) for which your personal data are processed. You agree that your continued use will be understood as continued consent. You can withdraw your consent at any time by sending an email sent to the company (privacy) email address. Please note that as part of the website we may use so-called cookies or similar technologies.
- 1.4 Cookies are small text files that are stored on a device's hard drive and contain certain information and sometimes personal data. For more information on the way we use cookies, please consult our cookie policy (Link to Cookie Policy: <https://www.ffgb.be/en/legal-disclaimer>).
- 1.5 This Privacy Policy was last updated on November 3rd, 2025.

2. HOW & WHY WE PROCESS YOUR PERSONAL DATA?

Human resources

- *Recruitment process*

PERSONAL DATA	SOURCE	PURPOSE	LEGAL BASIS
<ul style="list-style-type: none"> • Identification data • Address • Contact data • Professional data • Education and Training • Hobbies and interests • Household composition • Image recording • Financial data 	<ul style="list-style-type: none"> • Data subject 	Review of applications and recruitment processes	Legitimate interest as an organization

- *Payroll administration and provision of professional devices*

PERSONAL DATA	SOURCE	PURPOSE	LEGAL BASIS
<ul style="list-style-type: none"> • Identification data • Address • Contact data • Professional data • Education and Training • Hobbies and interests • Household composition 	<ul style="list-style-type: none"> • Data subject 	Administrative gestion and salary of employees and workers and work phones and mobile subscription	Execution of a contract

<ul style="list-style-type: none"> • Financial data • National register or passport number 			
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- *Administrative management of insurances*

PERSONAL DATA	SOURCE	PURPOSE	LEGAL BASIS
<ul style="list-style-type: none"> • Identification data • Address • Contact data • Professional data • Personal characteristics • National register or passport number 	<ul style="list-style-type: none"> • Data subject 	Administrative gestion of insurances of employees and workers	Execution of a contract

- *Worksite certificates*

PERSONAL DATA	SOURCE	PURPOSE	LEGAL BASIS
<ul style="list-style-type: none"> • Identification data • Address • Contact data • Professional data • Education and Training 	<ul style="list-style-type: none"> • Data subject 	Certificates meant to be shown to workers	Execution of a contract

- *Bookings and fleet management*

PERSONAL DATA	SOURCE	PURPOSE	LEGAL BASIS
<ul style="list-style-type: none"> • Identification data • Address • Contact data • Professional data 	<ul style="list-style-type: none"> • Data subject 	Gestion of bookings of hotels and work trips and Fleet gestion : company cars	Execution of a contract

- *Leave requests management*

PERSONAL DATA	SOURCE	PURPOSE	LEGAL BASIS
<ul style="list-style-type: none"> • Identification data • Address • Contact data • Professional data • Health data 	<ul style="list-style-type: none"> • Data subject 	Management of sick leaves and leave request of employees and workers	Execution of a contract

- *Compliance with social security obligations*

PERSONAL DATA	SOURCE	PURPOSE	LEGAL BASIS
<ul style="list-style-type: none"> • Identification data • Address • Contact data • Professional data 	<ul style="list-style-type: none"> • Data subject 	interactions with tax and social security authorities	Legal obligation

- *Work incidents*

PERSONAL DATA	SOURCE	PURPOSE	LEGAL BASIS
<ul style="list-style-type: none"> • Identification data • Address • Contact data • Professional data • Health data 	<ul style="list-style-type: none"> • Data subject 	management and reporting of workplace accidents	Execution of a contract

- *Internal trainings and performance assessments*

PERSONAL DATA	SOURCE	PURPOSE	LEGAL BASIS
<ul style="list-style-type: none"> • Identification data • Address • Contact data • Professional data • Education and Training • Electronic identification 	<ul style="list-style-type: none"> • Data subject 	Trainings of employees and workers and Workers and employees' continuous assessments	<ul style="list-style-type: none"> • Legitimate interest as an organization (trainings) • Execution of a contract (performance)

<ul style="list-style-type: none"> Personal characteristics 			
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- Freelancers management*

PERSONAL DATA	SOURCE	PURPOSE	LEGAL BASIS
<ul style="list-style-type: none"> Identification data Address Contact data Professional data Education and Training Signature 	<ul style="list-style-type: none"> Data subject 	Management of freelancers	Execution of a contract

Engineering and tendering

- Internal training and support*

PERSONAL DATA	SOURCE	PURPOSE	LEGAL BASIS
<ul style="list-style-type: none"> Identification data Professional data 	<ul style="list-style-type: none"> Data subject 	In house requests from engineers	<ul style="list-style-type: none"> Legitimate interest as an organization (support) Execution of a contract (training)

- Tender and price evaluation*

PERSONAL DATA	SOURCE	PURPOSE	LEGAL BASIS
<ul style="list-style-type: none"> Identification data Address Contact data Professional data Education and Training Personal 	<ul style="list-style-type: none"> Data subject 	Tender and price studies, evaluation	Execution of a contract

characteristics

Projects

- *Project file submission*

PERSONAL DATA	SOURCE	PURPOSE	LEGAL BASIS
<ul style="list-style-type: none"> • Identification data • Address • Contact data • Professional data • Education and Training 	<ul style="list-style-type: none"> • Data subject 	Internal and external communication of employees CV	Execution of a contract

- *Market implementation*

PERSONAL DATA	SOURCE	PURPOSE	LEGAL BASIS
<ul style="list-style-type: none"> • Identification data • Address • Contact data • Professional data • Education and Training • 	<ul style="list-style-type: none"> • Data subject 	Market implementation after offer acceptance	Execution of a contract

- *Client relationship management*

PERSONAL DATA	SOURCE	PURPOSE	LEGAL BASIS
<ul style="list-style-type: none"> • Identification data • Address • Contact data • Professional data 	<ul style="list-style-type: none"> • Data subject 	Contact of client or to clients	Execution of a contract

IT

- *Access management and IT support*

PERSONAL DATA	SOURCE	PURPOSE	LEGAL BASIS
<ul style="list-style-type: none"> • Identification data • Professional data • Contact data 	<ul style="list-style-type: none"> • Data subject 	Management and support of employees and workers' FFGB account	<ul style="list-style-type: none"> • Execution of a contract (access) • Legitimate interest as an organization (support)

Legal

- *Contracts reviews and litigation follow-up*

PERSONAL DATA	SOURCE	PURPOSE	LEGAL BASIS
<ul style="list-style-type: none"> • Identification data • Professional data • Contact data 	<ul style="list-style-type: none"> • Data subject 	Internal contract reviews and litigations	<ul style="list-style-type: none"> • Execution of a contract (access) • Legitimate interest as an organization (support)

- *Damage claims management*

PERSONAL DATA	SOURCE	PURPOSE	LEGAL BASIS
<ul style="list-style-type: none"> • Identification data • Professional data • Contact data 	<ul style="list-style-type: none"> • Data subject 	damages linked to construction personal) (not	<ul style="list-style-type: none"> • Execution of a contract (access) • Legitimate interest as an organization (support)

- *Insurance management*

PERSONAL DATA	SOURCE	PURPOSE	LEGAL BASIS
<ul style="list-style-type: none"> • Identification data • Professional data • Contact data 	<ul style="list-style-type: none"> • Data subject 	notice of payment, receipt	<ul style="list-style-type: none"> • Execution of a contract (access) • Legitimate interest as an organization

General Management

- *Signature Powers' administration*

PERSONAL DATA	SOURCE	PURPOSE	LEGAL BASIS
<ul style="list-style-type: none"> • Personal data • Identification data 	<ul style="list-style-type: none"> • Data subject 	Document listing activities requiring authority and the names of authorized persons, published once a year.	Legitimate interest as an organization

- *General Assembly organisation*

PERSONAL DATA	SOURCE	PURPOSE	LEGAL BASIS
<ul style="list-style-type: none"> • Personal data • Identification data • Professional identification data 	<ul style="list-style-type: none"> • Data subject 	Shareholders' meeting	Legal obligation

SHEQ

- *Non conformity reviews and worksites inspections*

PERSONAL DATA	SOURCE	PURPOSE	LEGAL BASIS
<ul style="list-style-type: none"> • Personal data • Identification data • Professional identification data • Personal characteristics 	<ul style="list-style-type: none"> • Data subject 	Reviews in case of incidents and inspection in case of incidents on worksite	Execution of a contract

- *Medical reports*

PERSONAL DATA	SOURCE	PURPOSE	LEGAL BASIS
<ul style="list-style-type: none"> • Personal data • Identification data • Professional identification data 	<ul style="list-style-type: none"> • Data subject 	Receive in case of specific recommendations after check-up	Execution of a contract

Marketing and communication

- *Website and social media management*

When using the website, we process personal data pertaining to you. Such personal data include:

PERSONAL DATA	SOURCE	PURPOSE	LEGAL BASIS
<ul style="list-style-type: none"> • Personal data • Identification data • Electronic identification data • Cookies 	<ul style="list-style-type: none"> • Website • Data subject 	Navigation optimization	Consent received from data subjects

- *External and internal event organization*

PERSONAL DATA	SOURCE	PURPOSE	LEGAL BASIS
<ul style="list-style-type: none"> • Personal data • Identification data • Professional identification data • Consumption habits • Housing characteristics 	<ul style="list-style-type: none"> • Data subject 	External marketing and internal communications	Consent received from data subjects

- *Satisfaction surveys*

PERSONAL DATA	SOURCE	PURPOSE	LEGAL BASIS
<ul style="list-style-type: none"> • Personal data 		External marketing	Consent received from data

<ul style="list-style-type: none"> • Identification data • Professional identification data 	<ul style="list-style-type: none"> • Data subject 		subjects
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- *Internal communications*

PERSONAL DATA	SOURCE	PURPOSE	LEGAL BASIS
<ul style="list-style-type: none"> • Personal data • Identification data • Professional identification data 	<ul style="list-style-type: none"> • Data subject 	Communicate with internal workers and employees	Execution of a contract

Finance

- *Customer and suppliers invoicing*

PERSONAL DATA	SOURCE	PURPOSE	LEGAL BASIS
<ul style="list-style-type: none"> • Personal data • Identification data • Financial data 	<ul style="list-style-type: none"> • Data subject 	Register of customer and suppliers billing	Execution of a contract

- *Expenses reports and payroll validation*

PERSONAL DATA	SOURCE	PURPOSE	LEGAL BASIS
<ul style="list-style-type: none"> • Personal data • Identification data • Professional identification data • Financial data 	<ul style="list-style-type: none"> • Data subject 	Verification of employees expenses and payroll validation	Execution of a contract

- *Budget management*

PERSONAL DATA	SOURCE	PURPOSE	LEGAL BASIS
<ul style="list-style-type: none"> • Identification data • Financial data 	<ul style="list-style-type: none"> • Data subject 	Company budgeting	Legitimate interest as an organization

- *Compliance with accounting and tax obligations*

PERSONAL DATA	SOURCE	PURPOSE	LEGAL BASIS
<ul style="list-style-type: none"> • Personal data • Identification data • Professional identification data • Financial data 	<ul style="list-style-type: none"> • Data subject 	Be compliant with financial obligations	Legal obligation

- *UBO register*

PERSONAL DATA	SOURCE	PURPOSE	LEGAL BASIS
<ul style="list-style-type: none"> • Personal data • Identification data • Professional identification data • Financial data 	<ul style="list-style-type: none"> • Data subject 	Registering UBO	Legal obligation

Production

- *Interim management*

PERSONAL DATA	SOURCE	PURPOSE	LEGAL BASIS
<ul style="list-style-type: none"> • Personal data • Identification data • Professional identification data 	<ul style="list-style-type: none"> • Data subject 	Onboarding, leaves, sick leaves of interim workers	Execution of a contract

- *Agenda planification*

PERSONAL DATA	SOURCE	PURPOSE	LEGAL BASIS
<ul style="list-style-type: none"> • Personal data • Identification data • Professional identification data 	<ul style="list-style-type: none"> • Data subject 	Planning and absence management of workers and interim workers	Execution of a contract

- *Worksites operations management*

PERSONAL DATA	SOURCE	PURPOSE	LEGAL BASIS
<ul style="list-style-type: none"> • Personal data • Identification data 	<ul style="list-style-type: none"> • Data subject 	sensitive construction management foreign sites	Execution of a contract

- *Professional equipment ordering*

PERSONAL DATA	SOURCE	PURPOSE	LEGAL BASIS
<ul style="list-style-type: none"> • Personal data • Identification data • Professional identification data 	<ul style="list-style-type: none"> • Data subject 	Communication of informations for workmen's equipment	Execution of a contract

3. TO WHOM WE SEND

3.1 We will share your personal data only with the following categories of recipients:

- Our ICT Providers
- Our Administrative Providers (including notably Accountants)
- Any public or regulatory authority to which Franki Foundations has the legal obligation to disclose certain information

We may rely on third party processors. We warrant that all third-party processors are selected with due care and are trained to be aware of the safety and integrity of your personal data.

3.2 We may send anonymized and/or aggregated data to other organizations that may use those data for improving products and services as well as tailor the marketing, displaying and selling of those goods and services.

4. WHERE WE PROCESS

4.1 As part of its operations, Franki Foundations may transfer your personal data to organizations outside of the European Economic Area (EEA). Should such transfer take place, we ensure that there are appropriate safeguards in place to ensure the safety and integrity of your personal data as well as all rights with respect to personal data you might enjoy under applicable law. For more information with this regard, please contact the following address: privacy@ffgb.be .

5. HOW WE PROCESS

5.1 We will do our utmost best to process only those personal data which are necessary to achieve the purposes listed in this Privacy Policy. We will process your personal data in a lawful, fair and transparent manner. We will do our utmost best to keep the personal data accurate and up to date.

5.2 Your personal data are only processed for as long as needed to achieve the purposes listed in this Privacy Policy or up until such time where you withdraw your consent for processing them. Note that withdrawal of consent may imply that you can no longer use the whole or part of the website. If you have registered with our website, we will delete your personal data if you delete your profile, unless a legal or regulatory obligation or a judicial or administrative order prevents us to do so.

5.3 We will take the appropriate technical and organizational measures to keep your personal data safe from unauthorized access or theft as well as accidental loss, tampering or destruction. Access by our personnel or personnel of our third party processors will only be on a 'need-to-know' basis and subject to strict confidentiality obligations. You understand, however, that safety and security are best efforts obligations only which can never be guaranteed.

6. YOUR RIGHTS AS A DATA SUBJECT

Implementing your rights

Should you have any questions, remarks or complaints about how we process your personal data, please contact the following e-mail address: privacy@ffgb.be . Through the implementation of dedicated process, we will then acknowledge receipt of your request and answer it within 1 month of the receipt. Exceptionally, this term may be extended up to 3 months, but we will justify it in the initial 1 month term.

Please care about being clear on which right you wish to exercise and through which channel you wish to receive the information. We may need additional information to authenticate you as data subject (such as ID).

The answer given to your request will always depend on the purpose of processing, the legal basis, the context and other obligations of Franki Foundations.

6.1. Right to access

You have the right to request access to all personal data processed by us to you. Subsequent requests for access addressed to us that are manifestly submitted for causing nuisance or harm to us, will not be dealt with.

6.2. Right to rectification

You have the right to ask that any personal data pertaining to you that are inaccurate, are corrected free of charge. If you have registered with our website/service, you can correct a lot of these data yourself via your profile. If a request for correction is submitted, such request shall be accompanied of proof of the flawed nature of the data for which correction is asked.

6.3. Right to object

You have the right to oppose the processing of personal data if you are able to proof that there are serious and justified reasons connected with the particular circumstance that warrant such opposition. However, if the intended processing qualifies as direct marketing, you have the right to opt out of such processing free of charge and without justification.

6.4. Right to restriction

You can also ask that we limit the processing of your personal data if and when (a) you contest the accuracy of that data, (b) the processing is illegitimate or (c) the data are no longer needed for the purposes listed but you need them to defend yourself in judicial proceedings.

6.5. Right to erasure ("Right to be forgotten")

You have the right to request that personal data pertaining to you be deleted if they are no longer required in light of the purposes outlined in this notice or if you withdraw your consent for processing them. However, you need to keep in mind that a request for deletion will be evaluated by us against legal or regulatory obligations or administrative or judicial orders which may contradict such deletion.

6.6. Right to withdrawal

You have the right to withdraw your earlier given consent for processing your personal data. You can withdraw your consent at any time by sending an email to the following address: privacy@ffqb.be

6.7. Right to portability

Where your personal data is processed based on consent or based on a contract and the processing is carried out by automated means, you have the right to receive your personal data in a structured, commonly used and machine-readable format and, where technically feasible, you will have the right to directly transmit those data to another service provider.

MORE INFORMATION

For any further information relating to personal data protection, you can find below few useful links:

- Integral text of GDPR ([Règlement - 2016/679 - EN - rgdp - EUR-Lex](#))
- Belgian Data Protection Authority Website (<https://autoriteprotectiondonnees.be/citoyen>)
- European Data Protection Board (https://edpb.europa.eu/edpb_en)

MODIFICATIONS TO THIS NOTICE

Franki Foundations reserves the right to modify the content of this privacy notice at any time. Last version of this notice can be consulted at any time at the following link (<https://www.ffgb.be/en/legal-disclaimer>), that we invite you to consult regularly.