

## Privacy declaration

### Who processes my data?

Congemetal npo, fund for annual holidays for metal, machine and electrical construction.  
A. Reyers 80, 1030 Brussels  
CBO nr. 0409.085.721

### Contact details official data protection

Name: Verheyden E.  
email: [privacy@congemetal.be](mailto:privacy@congemetal.be)

### What is my data processed for?

Your data is processed for calculating and paying the holiday pay.

This processing is based on the legal provisions regarding the holiday allowance that were granted to us by law. Data that you provide to us directly will only be processed for the purpose stated on the form.

### Do you process data that I do not pass on to you?

Yes we also receive data from the Crossroads Bank for Social Security. This data is processed for the implementation of the legislation on holiday pay.

### Who receives my personal data?

Your data will be passed on to the National Office for Annual Holidays, to the FPS Finance, metal pension fund.

### Will my data be transferred outside the EU??

No.

### How long do you keep my data?

Your data will be kept during the limitation period + 5 years.

### What if I do not provide the bank information?

Then we cannot pay your holiday allowance.

### Do you use automatic decision making for my data?

No.

### Is my data used for a different purpose?

No. We only use your data for the purpose on the form. If in the future we use your data that you have given us for a different purpose, we will first contact you for this and you may refuse it.

If we process your data that we do not receive directly from you for a different purpose, this is based on a legal provisionBescherming

### Handwritten supplemented form:

I, \_\_\_\_\_ ( National register number, first name and name), wants to request my right of insight / right of rectification / right to data deletion / right to limit data processing (scratch what does not apply).

For this I add a clearly motivated explanation of what data is involved and a copy of my identity card.

Signed on \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_  
(signature)

We take appropriate measures to protect all your data against unlawful processing. For example: Every employee who processes your data is required to maintain confidentiality. Our offices and systems are highly protected against burglary. We use encryption as much as possible. We work intensively with other Social Security institutions to continuously improve our data protection.

### Your rights

#### Right of insight

You have the right to receive a copy of the personal data that we process about you. You will then receive a copy of this data that we process about you.

#### Right of rectification

If an element of your data is wrong then you can always have it corrected.

#### Right to data deletion

You have the right to have your data deleted if this does not violate a legal provision.

#### Right to limit processing

You can request that we no longer process your data, but without erasing it if this does not violate a legal provision.

#### How do I exercise my rights?

You can exercise your rights at any time. You can fill in the form and send it to us.

#### I have a complaint:

You can contact us:

Email: [privacy@congemetal.be](mailto:privacy@congemetal.be)

Postadres : A. Reyers 80, 1030 Brussels

Or at our government service

RJV: <https://www.onva-rjv.fgov.be/nl/klachten-management>

You also have the right to directly submit a complaint to the data protection authority. You submit a complaint via the online form or you can reach them by telephone or email:  
<https://www.dataprotectionauthority.be/contact-us>