

Privacy Policy

In providing its information and services on the website www.novellashealthcare.com (hereinafter the "Website"), Novellas Healthcare NV (hereinafter "Novellas Healthcare", "the company", "we", "us", "our") will process certain personal data relating to visitors to the Website (hereinafter "you", "your") as "Data Controller". Under "Privacy Legislation", both the General Data Protection Regulation ("GDPR") and the law of 30 July 2018 on the processing of personal data as well as all other relevant legislation, are understood. Other words with capital letters shall have the same meaning in this Privacy Policy as they have in the GDPR.

We value your privacy and want to inform you in the most transparent way possible about our processing activities and your rights in this respect. With this aim in mind, you will first find a brief summary of these processing activities below, followed by more detailed information.

This Website is operated by Novellas Healthcare NV, registered in the Kruispuntbank van Ondernemingen under the number 0825.892.939 and with registered office at Assesteenweg 71 b 001, 1740 Ternat.

Questions or remarks may be sent by post to the address mentioned above, by e-mail to privacy@novellashealthcare.com or you can contact us on 02/456.00.00.

- Novellas Healthcare processes different categories of personal data. This data is used to provide you with a requested service as well as for statistical purposes to improve our services.
- We do not share your data with third parties, unless we are legally obliged to do so or to a limited extent with our service providers who offer the necessary guarantees that your personal data is protected with the most modern technologies. We will never sell your data.
- The Privacy Legislation grants you, within certain conditions, different rights. We want to facilitate the exercise of your rights and you can contact us in various ways after which we will promptly respond to your queries.

General information

1. This Privacy Policy informs you about how we collect and process your Personal Data when you visit and use the Website. We attach the greatest importance to your privacy and the protection of your personal data. In doing so, the company, acting as Data Controller, will comply with all applicable Privacy Legislation.
2. This Privacy Policy supplements the General Terms and Conditions applicable to the Website. The General Terms and Conditions and this Privacy Policy apply during the entire time of visiting and using the Website.
3. Before using any of the functions on our Website, you must acknowledge that you have read, understood and agreed to this Privacy Policy. In doing so, you expressly agree that checking a box will constitute your informed, specific, free and informed consent.
4. If you do not understand this Privacy Policy or any of its parts and/or do not agree with one or more of its provisions, please do not use the Website. In this case, you can always contact us using the contact details above.
5. In any event, we recommend that you keep a copy of this Privacy Policy for your records.
6. We may update this Privacy Policy from time to time. Your use of the Website will always be subject to the latest version of the Privacy Policy. We therefore recommend that you check the Privacy Policy regularly. Any substantial changes to the Privacy Policy will be communicated through the Website.

What data do we collect and for what purposes do we use this data?

When using the Website, different types of information are collected and used for various purposes. Below you will find an overview of these as well as the legal basis on which we collect this data. The information in question is only processed as far as you fall within a certain category of data processing.

1. **For some processing operations, you have given your consent yourself, for example to be able to benefit from certain services or to request information.**
 - You can, for example, contact us via the contact section on our Website or respond to open vacancies. In doing so, you may provide the following information:
 - Contact:
 - Name
 - Phone number
 - E-mail address
 - Message
 - Application:
 - Last name
 - First name
 - Gender
 - CV
 - Motivation letter
 - Email
 - LinkedIn page
 - Mobile number

The use of these functions is not obligatory.
 - You can voluntarily subscribe to our newsletter. For this, you must give your separate and explicit consent. You can unsubscribe at any time on simple request by e-mail or at the bottom of each mailing via the 'unsubscribe' button.

2. **Some processing may be carried out in the legitimate interest of the company.** This includes placing strictly necessary cookies.

More information can be found in our Cookie Policy.

What data do we share with third parties?

We wish to protect your privacy as much as possible. In that context, we want to limit the sharing of your data with third parties to a minimum.

There are contractual agreements within the company that provide a limited access to personal data to those persons who are authorized to do so because of their position. In addition, we have strict internal guidelines regarding the security and confidentiality of data, including your personal data.

We can share your data with the following third parties:

- Competent authorities when required to do so by law as a result of legal or court proceedings;
- For national security, law enforcement or other issues of public importance;
- If reasonably necessary to enforce our terms and conditions to protect our business or visitors;

- Third party service providers acting as “Processors” on behalf of our company; in this case, we will always ensure that we have the necessary (contractual) safeguards in place to ensure that the service provider has put in place appropriate privacy measures (including any transfer of data to countries outside the European Economic Area);
- At your request, for example when you use products or services that require us to share data with third parties;
- Companies within our corporate group, when this is necessary for the performance of the contract (e.g. customer management) or to fulfil your specific request;
- In the event of a reorganisation, merger or sale, we may transfer any personal data we collect to the relevant third party.

If we do transfer your data to countries outside the European Economic Area, we will always make sure to provide appropriate safeguards.

The Website may provide links to third party websites or (social media) platforms. Please note that when you click on these links, the general terms and conditions, privacy policies and other contractual provisions of those third parties will apply. We recommend that you read them carefully. We do not take any responsibility in this respect and you enter/use these websites and/or platforms at your own risk.

Use of cookies and other technologies

During a visit to the Website, cookies or other tracking tools may be placed on your device. A cookie is a text file that is placed by a website server in your computer’s browser or on your mobile device when you consult a website.

Our Cookie Policy gives a more detailed explanation about our use of cookies and can be viewed via [this link](#).

Protection of personal data

We take the security of your personal data very seriously. We secure your personal data during transmission and “at rest”. If your personal data is held on company premises, we use computer systems with limited access in locations with physical security measures.

Integrity and retention period of personal data

If you wish to modify your data, you can contact us using the contact information provided at the top of this Privacy Policy.

We will retain your personal data for the period necessary to fulfil the purposes set out in this Privacy Policy, unless a longer retention period is required or permitted by law. Data for which you have given your consent, as well as those that are processed based on the legitimate interests of our company, will be deleted periodically, taking into account the specific circumstances and the applicable limitation periods.

Rights to which you are entitled

The Privacy Legislation determines a number of legal rights that you can exercise as an individual, under certain circumstances and under certain conditions. More specifically, it concerns the following rights:

- right of access
- right of access
- right to rectification
- right to erasure
- right to object to processing
- right to data portability.
- right to restriction of processing
- right not to be subject to automatic decisions, such as profiling
- right to lodge a complaint with the supervisory authority

We take all questions regarding privacy seriously, and we will deal with them promptly. In order to streamline this process, we ask you to email us at privacy@novellashealthcare.com, with proof of your identity, when you request to exercise your rights. You may also contact us in any other way.

In certain cases, we may refuse requests that are, for example, very unclear or suspicious, jeopardise the privacy of others, are extremely impractical, etc. We always act in line with the relevant legislation.

For those cases where we process your personal data based on your consent, you have the right to withdraw the consent at any time, without prejudice to the lawfulness of the processing based on the consent before the withdrawal.

You always have the right to lodge a complaint with a supervisory authority at any time. In Belgium, this is the Data Protection Authority (Drukpersstraat 35, 1000 Brussel; T: +32 (0)2 274 48 00; E: contact@apd-gba.be W: www.dataprotectionauthority.be/citizen). Of course, we always prefer to try to find a solution first!

Your obligations

The data you provide must be accurate and complete. If this is not the case, the company reserves the right to take the measures it deems appropriate. Furthermore, you expressly confirm that you have obtained all necessary rights and consents to provide us with the information you send us, and you indemnify us against any damage and/or liability arising from failure to comply with this obligation.

Do you have any further questions?

If you have any further questions, please contact us using the contact details at the top of this Privacy Policy.

This Privacy Policy was last reviewed on January 22, 2026.