# data protection clause

[***Note: this data protection clause should be included in the employment contract concluded with your employees. This clause refers to an Employee Privacy Statement (how the employer processes personal data of the employee) and to an Employee Privacy Policy (how the employee should process personal data of other people during the performance of his tasks. One of the obligations of the Employee when processing personal data is keeping the personal data confidential at any time.***]

# DATA PROTECTION

## In this clause, "Employee Privacy Notice" means a notice providing information under articles 13 and 14 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC ("General Data Protection Regulation" or "GDPR") together with any applicable Belgian data protection laws regarding the processing of the personal data of the Employee in connection with this agreement and the employment relationship.

## In this clause, "Employee Privacy Policy" means a policy providing instructions to the Employee on how the Employee should handle Personal Data during the performance of his/her tasks.

## The Employer will process the Employee's personal data as set out in the Employee Privacy Notice and in any documents referred to in that Employee Privacy Notice. The Employee acknowledges receipt of the Employee Privacy Notice. The Employee Privacy Notice may be amended from time to time by the Employer and is available for review by the Employee at [                    ***place***].

## The Employee must keep the Employer informed of any changes to any personal data relating to him which has been provided by him to the Employer or any company associated with or related to the Employer.

## The Employee acknowledges that during his employment he may have access to personal data relating to other employees, other individuals that work for the Employer or any company associated with or related to the Employer, customers or contacts at customers and suppliers or contacts at suppliers. The Employee must comply with all data protection policies and procedures in operation by the Employer or any company associated with or related to the Employer from time to time relating to the processing of personal data.

## The Employee will process the personal data he may have access to in accordance with the Employee Privacy Policy and in any documents referred to in that Employee Privacy Policy. The Employee acknowledges receipt of the Employee Privacy Policy. The Employee Privacy Policy may be amended from time to time by the Employer and is available for review by the Employee at [                    ***place***].