

Metheion Technology & Engineering Consulting Privacy Policy

Company: Methelion Technology & Engineering Consulting (Metheion)

Company number: BE1020.289.550

Address: Brusselsestraat 49 bus A201, 3000 Leuven, Belgium

Managing Director / Contact for privacy matters: Kirill Kamnev

Website: methelion.com

Contact email: info@methelion.com

Methelion is the data controller responsible for determining how and why your personal data is processed. This privacy policy explains how our organization uses the personal data we collect from you when you contact us by email or interact with us in other ways.

What data do we collect?

Methelion collects the following data:

- From messages or emails you send to us: first name and last name; email address; company name; phone number; timestamp of submission, and the context of the enquiry
- From job applications submitted by email: CV and cover letter; education and work history; nationality and right-to-work information; salary expectations; professional references; and any health/disability information voluntarily provided by the applicant

How do we collect your data?

You directly provide Methelion with most of the data we collect. We process data when you:

- Send us emails (including job applications and CVs)
- Contact us by phone, LinkedIn, or via partner referrals. In such cases, we may record contact details or notes in our files or correspondence
- Send us your CV or job application. You may be asked to provide consent to share your application with our clients or partners

Methelion may also receive your data indirectly from:

- LinkedIn (messages/profile details you provide)
- Partner referrals and introductions from third parties

When we receive your details from LinkedIn, partner referrals, or business introductions, we process this data based on our legitimate interest in developing and maintaining business relationships.

How will we use your data?

Metheion collects and processes your data so that we can:

- Reply to and manage enquiries
- Provide quotes, negotiate, and perform contracted consulting and engineering services
- Manage client relationships and maintain contact/project history (CRM)
- Send marketing and newsletter emails (based on legitimate interest)
- Process job applications, assess candidates, and match candidates to roles requested by our clients or partners
 - With the applicant's consent, share CVs and relevant application information with Metheion's clients and trusted recruitment partners for the purpose of evaluating the applicant for employment or engagement
- Operate, maintain, and improve our internal operations

Metheion may share personal data contained in job applications (including CVs) with our clients and trusted recruitment partners who are considering applicants for roles. We share only the information necessary for evaluation (such as name, contact details, CV, education, work history, skills, salary expectations, and right-to-work details). We do not share health or disability information without explicit consent.

We share CVs and application materials only when they are relevant to a specific role with a client or partner. Before sharing your CV or application materials with any third party, we inform you and request your consent. These third parties act as independent data controllers.

Legal basis for processing

Metheion processes job application data on the following legal bases:

- Consent:

We share CVs and application information with clients and recruitment partners only when consent has been given. Applicants may withdraw consent at any time by emailing info@metheion.com.

- Legitimate interest:

We use personal data to negotiate, prepare, and perform consulting and engineering services, respond to enquiries, maintain client/partner relationships, follow up on potential projects, and send B2B marketing communications. For B2B email marketing, we rely on our legitimate interest in promoting our services to professional contacts. You may object at any time.

We process and retain job application data to manage recruitment activities and maintain records of applications, provided our interests do not override your rights.

- Explicit consent for special category data:

Health or disability information is processed or shared only with explicit consent or where required by law for reasonable adjustments.

How do we store your data?

Metheion securely stores your data with our service provider, IONOS (hosting, email, and backup services). Data is stored in IONOS-managed data centres and transmitted over secure connections (TLS). We maintain a Data Processing Agreement with our processor and apply appropriate technical and organisational measures. Your data is stored within the European Economic Area (EEA). We do not transfer your personal data outside the EEA

Retention:

- Enquiries and applicant CVs — 2 years from submission. This retention period is based on our legitimate interest in maintaining records for potential future collaboration and for establishing, exercising, or defending legal claims.
- Client records — 7 years after last contact. Records are retained for 7 years to comply with Belgian accounting and legal obligations
- Marketing lists — until you unsubscribe.
- Backups — retained for up to 1 year before deletion.

Where CVs or application data have been shared with clients or recruitment partners before consent is withdrawn, those recipients may retain the data in accordance with their own retention policies as independent controllers.

Marketing

Metheion may send information about our products and services that we believe may be of interest to you. You may opt out at any time by emailing info@metheion.com.

Your data protection rights

You are entitled to the following:

- The right to access. You have the right to request copies of your personal data.
- The right to rectification. You have the right to request that any information you believe is inaccurate be corrected. You also have the right to request that any information you believe is incomplete be completed.
- The right to erasure. You have the right to request that your personal data be erased, under certain conditions.
- The right to restrict processing. You have the right to request that the processing of your personal data be restricted under certain conditions.
- The right to object to processing. You have the right to object to the processing of your personal data, under certain conditions.
- The right to data portability. You have the right to request that we transfer the data that we have collected to another organization, or directly to you, under certain conditions.

Privacy policies of other websites

Our privacy policy applies only to our own communication channels. If you follow any links to other websites, please review their privacy policies.

Automated decision-making

We do not use automated decision-making or profiling that produces legal or similarly significant effects.

Changes to our privacy policy

Metheion regularly reviews its privacy policy and posts updates. This policy was last updated on 28 November 2025.

How to contact us

If you have any questions about this policy, would like to exercise your rights, or withdraw consent, please contact us at info@metheion.com.

We have one calendar month to respond to any request made.

How to contact the appropriate authority

If you wish to report a complaint or believe your concern has not been handled properly, you can contact the Data Protection Authority:

Address: Rue de la Presse 35, 1000 Brussels

Email: contact@apd-gba.be

Phone: +32 2 274 48 00