



asbl Rue Belliard 71 bte 3 B-1040 Brussels

Date 9/02/2021
our ref.
your ref.
Contact
Case Manager
Telephone 02-435
e-mail international@orint.be

Concerns :

Dear Sir or Madam,

Our institution has to allocate applications for family allowances from abroad to the various entities in Belgium.

We have received a request concerning *****, and according to our internal rules, we cannot refer him to a Belgian institution.

In order to do this, we need to know where the person concerned carries out his/her professional activity. This information can be found on the Multifunctional Declaration (DMFA) that you fill in every quarter. In the case of this worker, this information is not available.

Therefore, it is intended to use the location of the company's registered office to determine the competent entity. As your registered office is not in Belgium, we cannot use this information.

However, in the interest of this worker and in order to be entitled to family allowances for his/her child(ren), it is important that you provide us with a clarification.

We need to know whether the person concerned works in :

- Flanders,
- French-speaking Wallonia,
- Bilingual region of Brussels-Capital,
- German-speaking community.

These are the 4 competent ENTITIES in Belgium.

If the person works in several entities, we need to determine which is the "main" entity.

In order to help you determine the main entity of your worker and to enable you to answer the question in the **attached certificate** as well as possible, we have drawn up a list of questions that you should ask yourself in order to determine the situation of the place of activity, namely

- Place of departure of the mission and place of return.

- Location of the work tool.
- Location of the office provided to the worker.
- Place where the worker must go in the event of a disciplinary problem.
- The place where the worker must carry out administrative procedures in the event of illness or accident at work.
- Location of the worker's direct hierarchy.
- Place where the worker worked for the first time.

Below you will find the Belgian postcodes which allow you to determine the competent entity:

<u>Postcode</u>	<u>Territory</u>
1000 - 1299	Brussels
1300 - 1499	Wallonia
4000 - 4699	
4800 - 7999	
1500 - 3999	Flanders
8000 - 9999	
4700 - 4799	German-speaking community

You can send us the certificate by post (ORINT - Rue Belliard, 71/3 - 1040 Brussels) or by e-mail international@orint.be.

We thank you for your cooperation.

Please accept, Sir or Madam, the assurance of my highest consideration.

For the Director General,

Case Manager

File reference :

Case manager :

DECLARATION BY THE EMPLOYER

(To be returned by post (ORINT - Rue Belliard, 71/3 - 1040 Brussels)
or by e-mail international@orint.be).

Based on the information in the newsletter, I (name and surname).....
....., (title/function in the
company) with (company name and address)
.....
..... declares that
(name and surname of the worker).....
..... is mainly active in the following entity (please circle the competent
entity, **only one answer possible**) :

- Brussels-Capital
- Flanders
- Wallonia
- German-speaking community

Please also note here the postcode and the name of the municipality in Belgium where the work is
carried out:

Done at on

Signature and stamp

Privacy statement

For your information on data protection

Below you will find useful information about personal data in accordance with the General Data Protection Regulation (GDPR)¹.

This privacy statement aims to inform the employer about the measures in place to comply with data protection rules.

Data controller and data protection officer.

The data controller is ORINT. Its registered office is located at Rue Belliard 71 bte 2 - 1040 Brussels

If you have any questions about the protection of personal data, please send an e-mail to the following address DPO@orint.be.

2. Purposes of the processing of personal data

ORINT, in the context of carrying out a task in the public interest (Article 6.1, e) of the RGPD), and more particularly the tasks entrusted to it in matters relating to ²family benefits, is required to process a certain amount of data (see point 3).

These data are processed solely for the purpose of establishing a right to family allowances for the worker's child/children with the competent body.

These data will not be processed for any other purpose.

3. Nature of the personal data collected

For the purposes mentioned in point 2, ORINT needs to obtain the surname and forename of the person completing the declaration as well as his or her position in the company, the surname and forename of the worker and the place where the worker carries out his or her professional activity.

No other data is required to establish entitlement to family allowances with the competent body.

4. Recipient of the data

ORINT transmits these data to the competent entity solely for the purpose of processing the entitlement to family allowances, depending on the place of exercise of the worker's professional activity.

5. Duration of storage

The personal data mentioned in point 2 will be kept only for the time strictly necessary to transmit the information to the competent body.

6. Rights of access, rectification, right to be forgotten, data portability, opposition, non-profiling and notification of security breaches

Data subjects may exercise their rights by contacting the ORINT Data Protection Officer at the following address DPO@orint.be.

¹ Regulation (EU) 2016/679 of the Parliament and of the Council of 27 April 2016 on the protection of individuals 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).

² These matters are referred to in article 4 of the cooperation agreement of 30 May 2018 between the Flemish Community, the Walloon Region, the Common Community Commission and the German-speaking Community on the creation of the interregional body for family benefits.

File reference :
Case manager :

7. Complaints

You can lodge a complaint about ORINT's processing of personal data with the Data Protection Authority:
Rue de la Presse 35, 1000 Brussels Tel: [+32 \(0\)2 274 48 00](tel:+3222744800) E-mail: contact@apd-gba.be
URL : <https://www.dataprotectionauthority.be/>