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APPLICANT PRIVACY NOTICE

Flanders Make vzw attaches great importance to the protection of your personal data. In this privacy statement, we explain which personal data we process when you apply for a job with us, why we do so, on what legal basis, how long we keep your data and what rights you have.

This privacy statement applies to all candidates who apply for a position at Flanders Make vzw.

1. WHO ARE WE?

Flanders Make vzw, with registered office at Oude Diestersebaan 133, 3920 Lommel, registered with the Crossroads Bank for Enterprises under company number 0860.286.268, acts as the controller for the personal data that you share with us in the context of your application.

In this privacy statement, Flanders Make vzw and "we" or "us" are used synonymously.

If you have any questions about the processing of your personal data or if you would like to exercise your rights, please contact: DPO@flandersmake.be

2. WHAT DATA DO WE PROCESS?

As part of the recruitment and selection procedure, we only process the data that is necessary to assess your suitability for the position.

Depending on the position and the course of the procedure, this may include the following information:

- **Identification and contact data:** surname, first name, address, email address and telephone number;
- **Professional data:** curriculum vitae (CV), cover letter, education, language skills, work experience, skills and any references (if applicable);
- **Selection and evaluation data:** information and evaluation notes made during the interviews and any results of selection tests or assessments and information we obtain from referees (if applicable);

We do not request special categories of personal data, such as data about your health, religious beliefs, political preference or ethnic origin, unless this is required by law or strictly necessary for the specific nature of the job.

3. FOR WHAT PURPOSE AND ON WHAT LEGAL BASIS DO WE PROCESS YOUR DATA?

We only process your personal data for specific and legitimate purposes, i.e. the recruitment and selection of applicants.

We use your data to:

- assess your application;
- check whether your profile matches the position;
- organise interviews and other selection steps;
- communicate with you about your application;
- check references where relevant and lawful;
- administer our recruitment and selection process;
- to inform you *about future job opportunities*;
- to prepare for a possible entry into service.

Depending on the actual processing, we rely on:

- Article 6(1)(b) of the GDPR, the necessity for the performance (conclusion) of the employment contract, when the processing is necessary to take steps at your request with a view to concluding an employment contract; and/or
- Article 6(1)(a) of the GDPR, your consent to the processing prior to the conclusion of the employment contract.
- Article 6 (1) f GDPR, necessary for the purposes of the legitimate interests pursued by the controller or by a third party, in the context of the processing of your personal data for the establishment, exercise or defence of legal claims or for our defence of legal claims, for example in connection with a dispute about a job application procedure or applicable anti-discrimination laws.

Storing your data for future vacancies

If you are not hired, we can only keep your personal data for future vacancies *if you have given your free, specific, informed and unambiguous consent*.

You can withdraw this consent at any time.

4. FROM WHOM DO WE RECEIVE YOUR PERSONAL DATA?

In principle, we receive your personal data directly from you, for example via your CV, cover letter, e-mail, application form or during job interviews.

Where relevant to the role, we may also receive certain information from third parties, for example:

- a reference provided by you;
- a recruitment or selection agency involved in your application;
- a provider of a selection test or assessment.

5. WHO HAS ACCESS TO YOUR PERSONAL DATA?

We treat your personal data confidentially.

Access to your data is limited to persons who need it to perform their tasks within the recruitment and selection process. These can be, for example, employees of HR and the responsible manager(s) of the department concerned.

When we engage an external service provider for certain activities, for example for an assessment or recruitment support, this service provider may have access to personal data to the extent necessary for the performance of the assignment.

When an external party acts as a processor, we make the necessary arrangements in accordance with Article 28 GDPR.

We may also provide personal data if we are legally obliged to do so or if this is necessary for the establishment, exercise or defence of a legal claim.

6. HOW LONG DO WE KEEP YOUR PERSONAL DATA?

- **You will not be recruited**

If you are not selected, we will keep your application file for 1 month after the end of the application procedure.

After this period has expired, your personal data will be deleted or anonymised, unless we have your permission to store your data in our recruitment reserve.

- **Future vacancies**

If you have given your explicit consent to include your data in our recruitment reserve, we will keep your data for a maximum of **4 years**, unless you withdraw your consent earlier.

After this period has expired, your data will be deleted, unless we have a new valid basis for storing it.

- **You are being recruited**

When you are hired, relevant data from the application procedure will be included in your personnel file. From that moment on, the retention periods and information as included in our privacy statement for employees apply.

7. ARE DECISIONS MADE AUTOMATICALLY?

We do not make decisions in the context of our recruitment and selection process that are based solely on automated processing, including profiling, and that produce legal effects concerning you or otherwise significantly affect you.

8. WHAT ARE YOUR RIGHTS?

Under the GDPR, depending on the circumstances and the applicable legal conditions, you have the following rights:

- **Right of access:** you can ask whether we process personal data about you and receive a copy of this.

- Right to rectification: you can request that incorrect or incomplete personal data be corrected.
- Right to erasure: in certain cases, you can ask for your personal data to be deleted.
- Right to restriction of processing: in certain situations, you can request that the processing of your personal data be temporarily restricted.
- Right to object: when we process your personal data on the basis of our legitimate interest, you can object to this. We will then terminate the processing, unless we have compelling legitimate grounds that outweigh whether the processing is related to the establishment, exercise or defence of legal claims.
- Right to data portability: where the legal conditions for this are met, you can request to receive the personal data you have provided to us in a structured, commonly used and machine-readable format or to have it transferred to another controller.
- Right to withdraw consent: where processing is based on your consent, you can withdraw this consent at any time.

You can send a request regarding your rights to:

DPO@flandersmake.be

We may, if reasonably necessary, request additional information to verify your identity. This is intended to prevent personal data from being provided to the wrong person.

In principle, we will respond to your request within one month of receipt. In certain circumstances, this period may be extended by up to two months. If that is the case, we will inform you within one month of receiving your request.

9. COMPLAINTS

Do you believe that we are not processing your personal data correctly? Please contact us

via DPO@flandersmake.be

In addition, you always have the right to submit a complaint to the Flemish Supervisory Commission.