



## Privacy Policy

### PRIVACY NOTICE FOR APPLICANTS

Please read this Privacy Notice carefully. This notice explains why and how we gather information regarding you, how we protect that information, and how long we retain it. We retain your data in the safest and most secure manner reasonably possible, we protect them against loss and disclosure or unauthorised access, and we process your personal data in strict compliance with the applicable data protection legislation, and specifically the General Data Protection Regulation No. 2016/679 of 27 April 2016 ("GDPR").

This Privacy Notice has been drafted in the form of a Q&A.

- Who will process my personal data?
- For what purpose, and on what legal basis are my personal data processed?
- Which categories of your personal data will be processed?
- Who will have access to my personal data?
- Are my personal data forwarded outside my country of residence or the European Union?
- Will you use an automatic decision-making process?
- How long will my personal data be retained?
- What are my rights regarding your processing of my personal data, and whom may I contact?
- Amendments
- Confirmation

#### **Who will process my personal data?**

The "Data Controllers" for your personal data are the following legal entities:

NRB - Parc Industriel des Hauts-Sarts 2e Avenue 65, 4040 Herstal - Company No: 0430.502.430

WIN – Rue Fort d'Andoy 3, 5100 Wierde

#### **For what purpose, and on what legal basis are my personal data processed?**

The end-purpose of processing your personal data is to register your application for a job at our companies. If this application implies beginning our selection process, we draw up your profile, which means that the Data Controller will process all of the necessary data that we require in order to be able to assess your application with a view to a potential hire.



As a result, the processing of your personal data is necessary to be able to take preliminary measures before signing an employment contract. This is in the legitimate interest of the Data Controller, namely in the interest of being able to assess you before deciding to make you a job offer.

In the event of a positive assessment, and of a decision to hire you, we will also use your personal data to draw up an employment contract.

In the event that we decide not to hire you, we will retain your personal data for a strictly determined period (see Point 7), in order to be able to contact you at a later date if future opportunities appear to match your profile. This is also in the Data Controller's legitimate interest.

### **Which categories of your personal data will be processed?**

Personal data include all of the information that concerns you, and on the basis of which you can be identified. Anonymous data, which do not enable you to be identified, are therefore not considered as personal data. To achieve the targets set out above, the processing of the personal data will include the following:

- standard data regarding your identity (title, surname, given name(s), and address, etc.);
- personal data (place and date of birth, nationality, gender, telephone number, email address, hobbies, and interests, etc.);
- a photograph if you provided one in your CV;
- memberships;
- information regarding your professional experience (background, data regarding your previous employers, reasons for leaving your last jobs and work performed, and special projects, etc.), including reference checks if you provided any references in your CV (which means that you have agreed to us contacting these referees);
- whether you have a European Union work and/or residence permit, where applicable;
- information regarding your education (diplomas, certificates, internships, and specific training courses, etc.);
- language skills;
- any other personal information regarding performing the job that you disclose to us at the time of your application;
- a digital assessment via the Internet (presence on social networks), to the extent that this presence is public for us;
- any other personal data (other than those mentioned above) that must be processed pursuant to the law.

It is also possible that we may ask you for references and additional information, in order to carry out the background checks required for hiring critical staff at our company.

You are not under an obligation to disclose this data to us. However, if you do not do so, this may have a negative impact on your chances of being hired.



## **Who will have access to my personal data?**

### **Internal use**

The Human Resources Department, your prospective line manager or managers, or any other relevant third parties will have access to your personal data on a strict “need-to-know” basis, for the purposes of achieving the goals set out above. The administrative staff who ensure the proper operation of, and support for the hiring tools may also have access to this data pursuant to the roles assigned at our company. Our staff are subject to confidentiality clauses.

### **External use**

Your data may be forwarded to other third parties, as described below:

- to service providers under contract to the Data Controller, or to any other appropriate third party who is relevant to the hiring process, such as assessment centres, in order to perform additional assessments on certain skills required for the position that you are applying for, and suppliers of hiring tools, with a view to organising and storing your data during the retention period, etc.;
- to the Data Controller’s subsidiaries, branch offices, customers, and partners, or to any relevant third parties involved in the hiring process that concerns you.

The employees, managers, and/or representatives of the aforementioned service providers or companies, and the specialised service providers that they have selected must comply with the confidential nature of these data, and may only use these data in accordance with the Data Controller’s instructions.

## **Are my personal data forwarded outside my country of residence or the European Union?**

To process your application, it may be necessary that an entity linked to the Data Controllers or to their customers (including European or international organisations) based outside your country of residence or outside the European Union requests access to your personal data. The Data Controller has arranged appropriate guarantees in order to transfer your personal data in accordance with the applicable data protection principles.

## **Will you use an automatic decision-making process?**

Automatic decisions are defined as decisions relating to individuals that are taken solely on the basis of automatic data-processing, and which have legal consequences, or affect the individuals concerned to a significant degree.

We follow the principle that we do not take automatic decisions as described above. We do not base our decision on whether to hire you solely on automated data-processing.

## **How long will my personal data be retained?**

We will only retain your personal data for the period required for the end-purposes set out above. If your application does not lead to a work relationship, we will retain your personal data for a maximum period of 3 (three) years after the end of the application process, for the purposes set out in Point 2 above.



**What are my rights regarding your processing of my personal data, and whom may I contact?**

You may contact the Data Controller at any time if you need any assistance when submitting your application or to manage your personal data. Furthermore, you have the right to contact the Data Controller at any time in relation to the following request:

NRB For the attention of: The Data Protection Officer Parc Industriel des Hauts-Sarts 2e Avenue 65 | 4040 Herstal T:+32 (0) 4 249 74 75 email: [dpo@nrb.be](mailto:dpo@nrb.be)

You will receive a reply within 30 days.

**Amendments** We reserve the right to amend this Privacy Notice at any time, while complying with the limits imposed by the applicable privacy and data protection regulations.

**Confirmation** By submitting my application, I confirm that I have read and understood this Privacy Notice and give my consent regarding its contents.