



EFFAT

EUROPEAN FEDERATION OF FOOD, AGRICULTURE AND TOURISM TRADE UNIONS

PRIVACY STATEMENT FOR RECRUITMENT

1. Introduction

EFFAT (hereinafter "we") collects and processes, as controller, the personal data of candidates as part of our recruitment procedure. We attach great importance to respect for privacy and process your personal data in strict compliance with privacy legislation, in complete transparency.

The purpose of this privacy statement is to inform you, in the most complete and straightforward way possible, about how we treat your personal data when you apply for a job at EFFAT.

2. What personal data do we collect?

Personal data is data that identifies you either directly (such as your first and last name – from which you are immediately identifiable) or indirectly (such as your post code, telephone number or national insurance number – data which allows you to be identified indirectly), as well as any data that, when combined with an identifier, relates to your person.

As part of the recruitment process, we collect different categories of personal data about you. This includes:

- Identification data (e.g. your name, email address, postal address, telephone number (mobile), etc.);
- Demographic data (e.g. your gender, date of birth, language, nationality, etc.);
- Education and training data (e.g. qualifications, degrees, certifications, etc.);
- Professional data (e.g. previous jobs and employers, periods of unemployment, etc.);
- Personal skills (e.g. communication skills, organisational/managerial skills, IT tool management skills, etc.);
- The recruiter's assessment of your professional skills and personality;
- Additional information with which you have chosen to provide us.

We would like to emphasise that, as part of our recruitment procedure, we do not need to collect sensitive data about you, including your race or ethnic origin, political, religious or philosophical views, trade union membership, health or sex life. Please be aware that if you choose to provide us with unsolicited sensitive data (for example in your cover letter or at interview), you do so of your own accord and we will not take them into account during the recruitment process.



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3. How do we obtain your personal data?

We obtain this personal data in different ways:

- Either directly from you: this is the data you provide yourself (for example in your CV or cover letter, at interview, etc.);
- Or via other channels: this is data provided to us by recruitment agencies or a third party (e.g. your former employer) as part of a letter of recommendation.

4. Why and on what legal basis do we process your personal data?

We process your personal data for recruitment purposes, specifically to:

- allow you to submit your CV or application online;
- evaluate your application in relation to our vacancies;
- contact you and answer your application (or any questions you may have);
- organise interviews;
- carry out skills or personality tests;
- offer you other job opportunities similar to the one for which you are applying;
- prepare your employment contract to offer you a position.

EFFAT has a legitimate interest in processing your personal data as part of the recruitment process, in order that we are able to select the best candidates for vacant positions and thus offer you positions that best match your profile.

5. With whom do we share your personal data?

Your personal data will be shared internally (within EFFAT) with those involved in the recruitment process for the position concerned. These people are in particular the members of the HR department, your potential superior, the managers of the department in which the targeted position is located, etc.

6. How long do we keep your personal data?

If your application is accepted and results in an employment relationship, your personal data collected as part of the recruitment process will be transferred to your personal employee file and kept for the duration of your employment contract, and beyond, for the periods determined by Belgian law, and specified in our Privacy Statement for Employees.

If your application is not accepted, we will keep your data for a maximum period of one year after the end of the recruitment process in order that, should another position corresponding to your profile become available, we are able to contact you.



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7. How do we protect your personal data?

We are committed to maintaining the confidentiality and security of your personal data. To this end, we have put in place appropriate security measures to prevent unauthorised access, loss, destruction, misuse, alteration or disclosure of your data. For example:

- We have chosen and developed good quality computer applications, configured to protect your personal data;
- We use generally accepted technical measures that adequately protect personal data in our systems;
- We ensure that your data is not accessible to unauthorised persons;
- We carry out periodic back-ups and store your data on secure servers.

8. What are your rights and how can you exercise them?

In accordance with data protection legislation, you have, under certain well-defined conditions, different rights with regard to your personal data:

- **Right of access:** you have the right to obtain information about the processing of your personal data, to access it and to receive a copy;
- **Right of rectification:** if you notice that your data is inaccurate or incomplete, you have the right to ask us to rectify it;
- **Right to erase** ("right to forget"): in certain circumstances, you have the right to ask us to delete your data;
- **Right to limit processing:** in some cases, you may request a limitation on the processing of your data, in which case your data will no longer be processed (but will be kept);
- **Right to opt out:** although our processing of your data will be in accordance with legitimate professional interest, you have the right to request on special, personal grounds that we do not proceed. However, please be aware that, under these circumstances, we may present you with legitimate justification for processing your data, whereupon we will continue to do so;
- **Right to data portability:** the data with which you have provided us can, upon request, be delivered to you, or directly by us to another controller, in a structured and interoperable format, provided that this is technically possible.

These rights are free of charge and can be exercised at any time.

If you wish to exercise your rights, please contact us at the following email address: effat@effat.org



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You have the right to contact the Data Protection Authority in the event of complaints about the processing of your personal data, or when you are convinced that such processing is in breach of the law. We encourage you to contact us first to find a solution.

9. How can I stay informed of changes to this privacy statement?

This privacy statement is subject to change over time. We therefore invite you to consult regularly the latest online version of this declaration. The date of most recent changes can be found on this page.

10. How to contact us about this privacy statement?

If you have any questions about the processing of your personal data or comments regarding this privacy statement, please contact us:

- By letter addressed to EFFAT, Avenue Louise 130A, 1050 Brussels (using the heading "Data Protection")
- By e-mail to effat@effat.org (with the subject line "Data Protection").