

## PRIVACY STATEMENT FOR JOB APPLICANTS

### **1. Who is responsible for processing your personal data?**

GOSSELIN GROUP is responsible for determining the purpose and means of the processing of your personal data.

### **2. For whom is this Privacy Statement intended?**

This Privacy Statement concerns the processing of personal data of job applicants at GOSSELIN GROUP, hereinafter called 'GOSSELIN'. GOSSELIN respects the privacy of job applicants and handles your personal data with all due care. This Privacy Statement is intended to inform you about the way in which we can process your personal data.

GOSSELIN GROUP attaches great importance to the processing of your personal data in a manner that is in accordance with the existing laws and regulations concerning the protection of your privacy.

### **3. Purposes**

GOSSELIN GROUP will use the personal data you provide for the following purposes: **To determine suitability for a certain function, position or task.**

Which personal data may be processed: nationality, date and place of birth, gender, civil status, curriculum vitae (CV), cover letter, education, assessment test, references.

### **4. How do we collect your personal data?**

Your personal data are collected in several ways:

Data provided by you personally;  
Data provided by a recruitment and selection agency.

### **5. How do we secure your personal data?**

To secure your personal data as thoroughly as possible, we take the appropriate organisational and technical measures to prevent misuse, loss, unauthorised access or modification, unwanted disclosure, and other forms of unlawful data processing.

Our employees who have access to your personal data are bound by a confidentiality/privacy policy and only have access to your personal data if required to perform their duties.

To ensure an adequate level of security and confidentiality, we have a Data Processing Agreement with third parties who process your data on our behalf.

## **6. What rights do you have and how can you exercise them?**

You have the following rights:

- The right to access your personal data;
- The right to improve or supplement your personal data;
- The right to erasure of your personal data;
- The right to restriction of processing of your personal data;
- The right to transferability of your personal data;
- The right to oppose the processing of your personal data.

If you wish to exercise one or more of the above-mentioned rights, you can notify our Privacy Contact in writing at the following e-mail address: [gdpr@gosselingroup.eu](mailto:gdpr@gosselingroup.eu)

To help us process your request and rule out misuse, please include your full name and identification details. Within a month after sending your request, we will inform you of the actions that were taken in response.

If you do not receive a timely response to your request or if your request is denied, you can object to our DATA PROTECTION MANAGER at [gdpr@gosselingroup.eu](mailto:gdpr@gosselingroup.eu). You can also exercise your right to object with the Data Protection Authority (DPA), Drukpersstraat 35, 1000 Brussels, [contact@apd-gba.be](mailto:contact@apd-gba.be).

## **7. Provision of personal data to third parties**

GOSSELIN GROUP will not share your personal data with third parties, unless you have given permission to do so or unless GOSSELIN GROUP is legally obliged to by a governmental authority.

## **8. How long will your personal data be stored?**

Job application data are stored no longer than necessary.

If your application is not a 100% match for the required profile, but interesting for other opportunities, we would like to add your application data to our talent pool after you have given us permission to do so. If a position should become available later and we think you would qualify, we would be able to contact you immediately. If you agree, your data would be stored in our candidate list for a maximum of 6 months after receipt.

## **9. Changes**

We reserve the right to amend this Privacy Statement unilaterally. If this should happen, we will inform you accordingly. This Privacy Statement was amended on 19-11-2019.

## **10. Contact / Questions**

If you have any questions about this Privacy Statement, please contact the DATA PROTECTION MANAGER at [gdpr@gosselingroup.eu](mailto:gdpr@gosselingroup.eu).