



Privacy notice for applications

November 2020



www.algeco.be

0800 90 485



360° SERVICE



Please read this Privacy Notice carefully. It explains why and how we collect your personal data, how we protect it, and how long we retain it. We keep your data as secure as reasonably possible, we protect it against loss and unauthorised disclosure or access, and we treat your personal data in strict compliance with applicable data protection laws, in particular the General Data Protection Regulation 2016/679 of 27 April 2016 (GDPR).

1. Who will process my personal data?

Algeco Belgium NV
Schoebroekstraat 34-36
3583 Paal/Beringen

2. For what purpose and on what legal basis will my personal data be processed?

The purpose for which your personal data are processed is to register your application for employment in our company and, if this application leads to the start of a selection procedure, a profile will be created for you, which means that Algeco will process all the data required to assess your application with a view to your possible recruitment. This assessment may also include an assessment by an external party ('assessment').

Consequently, the processing of your personal data is necessary in order to take measures prior to the conclusion of an employment contract, and it is in Algeco's legitimate interest to assess you before making you an offer of employment, which also seems to us to be in your interest or, in any case, does not outweigh our interest.

In the event of a positive evaluation and decision to recruit you, we will also use your personal data to prepare the employment contract.

In the event of a decision not to recruit you, we will retain your personal data for a specific period of time (see point 7), in the justified interest of Algeco, particularly in order to be able to contact you in the future, when any future opportunities match your profile.

3. Which categories of personal data will be processed?

Personal data includes any information relating to you or which can be used to identify you.

Therefore, anonymous data, without the possibility to identify you, are not considered to be personal data.

For the purposes mentioned above, this processing of personal data includes:

- standard information related to your identity (name, first name(s), address, etc.);
- personal information (place and date of birth, nationality, sex, telephone number, email address, hobbies and interests, etc.);
- your photo, if you provide it to us voluntarily (e.g. included in your CV);
- data relating to your professional experience (profile, data on former employers, termination of last employment and work done, special projects, etc.), including a reference survey, if you have provided references in your CV;
- information about your education (degrees, certificates, traineeships, special training, etc.);
- knowledge of languages; if applicable, whether or not you have a work and/or residence permit for the European Economic Area (EEA);
- any other personal data you provide us with in your application, CV, or cover letter; in connection with the performance of the duties;
- online digital assessment (presence on social media), to the extent that this presence is public to us;
- all personal data (other than those mentioned above) that must be processed under the law.

You are not required to provide us with all this information at the outset, but you are required to provide us with all the necessary information to enable us to assess your application for a specific position at Algeco.

4. Who will have access to my personal data?

HR and your intended supervisor(s) will have access to your personal data on a strictly need-to-know basis for the purposes stated above.

5. Will my personal data be transferred outside my country of residence?

We do not transfer your personal data to recipients located in countries outside the European Economic Area (EEA) in which the laws do not provide the same level of data protection.

6. Will Algeco use automated decision-making?

Automated decision-making is defined as decisions regarding individuals which are based solely on automated processing of data and which produce legal effects concerning them or significantly affect them.

As a matter of principle, Algeco does not use automated decision-making as described above. Algeco does not base its decision to recruit you solely on the automated processing of your personal data.

7. How long will my personal data be stored?

We will retain your personal data for the period necessary in light of the above purposes.

If the application does not result in an employment relationship, your personal data will be kept for one year after the end of the recruitment procedure for the purposes discussed above under point 2.

8. What rights can I invoke in connection with the processing of my personal data by Algeco?

You can contact Algeco at any time for assistance with your application or the management of your personal data. You also have the right to contact Algeco at any time to request:

- Access to your personal data. This also includes the right to request a copy.
- Rectification of your personal data, including the completion of incomplete data, should it not be kept accurately;
- Have your personal data erased as soon as there is no legitimate reason (or no longer any) within Algeco to process them;
- Restriction with regard to data processing if you dispute the processing or the accuracy of the data processed or if you wish to retain certain personal data for the purposes of a possible legal action when Algeco no longer needs them in light of the purposes set out in point 2 above.

You have the right to object to processing operations, which Algeco would have based on the legitimate interest in point 2, at any time. Algeco will then cease processing, unless there are compelling legitimate grounds for further processing. For example, you will be able to object to the processing of your data following an unsuccessful application. In this case, Algeco will immediately delete your data and stop any further processing.

You also have the right – if you believe that Algeco has not acted in accordance with data protection legislation – to lodge a complaint with the supervisory authority of the country in which you reside, where you work, or where the alleged infringement was committed.

If you would like more information about the processing of your data, your rights, or an explanation of this notification, please feel free to contact nancy.vandereyd@algeco.com.

9. Changes

We reserve the right to change this Privacy Notice from time to time, within the limits of the applicable privacy and data protection regulations.