



# — Applicants Privacy Notice

**December 2021**

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## 1. General information

Science Europe (hereafter **“Science Europe”, “we” or “us”**) makes it a matter of pride to respect the privacy of its applicants (hereafter **“applicants” or “you”**) and to treat their personal data in the strictest confidentiality and in accordance with the legislation in force, in particular the General Data Protection Regulation 2016/679 (hereafter the **“GDPR”**).

By applying for a job at Science Europe, you acknowledge to have fully read and understood this Applicants Privacy Notice (hereafter the **“Notice”**).

## 2. Who is the data controller?

Science Europe acts as the controller regarding the processing of your personal data. The full details of Science Europe are:

Science Europe AISBL  
Rue de la Science 14  
B-1040 Brussels, Belgium  
Belgian business registry (BCE) number: **0840.275.663**.

Any question regarding the processing of these data may be sent to the following address: [privacy@scienceeurope.org](mailto:privacy@scienceeurope.org).

## 3. What personal data do we collect?

Science Europe processes the following personal data for the purposes described in point 4:

- your identifying information (such as surname, first name, date of birth, nationality, e-mail address, telephone number and address);
- any other personal data included in your CV, cover letter or on your LinkedIn profile (such as professional experience, education, interests and linguistic competence);
- our communications (by email or other).

Science Europe obtains the above personal data directly from you or via our partners, such as recruitment services, temporary-work agencies, and so on.

If you do not provide us with such information, we will not be able to continue our recruitment process.

## 4. Why do we collect your personal data?

We collect and process your personal data necessary for the performance of a contract or to take steps – at your request – prior to entering into a contract. This is based on our legitimate interest or to fulfil a legal obligation, in particular for the following purposes:

- the recruitment of employees, interns, and other staff members.
- to respond to requests for information and questions from Applicants.
- to respond to requests for information from the relevant authorities.

## 5. Do we share your personal data?

Science Europe treats personal data as confidential information. We will not communicate them to third parties under any condition other than those specified in this Notice, such as to achieve the objectives set out and defined in point 4, or under the conditions in which the law requires us to do so.

Science Europe may communicate your personal data to third parties to the extent that such information is necessary for the performance of a contract. The communication of this information to these parties shall, in all circumstances, be limited to what is strictly necessary or required by the applicable regulations.

Science Europe transfers personal data to a non-EU country or company only when that country provides an adequate level of protection within the meaning of the legislation in force, and in particular the GDPR, or within the limits permitted by the legislation in force, for example by ensuring the protection of data by appropriate contractual provisions.

## 6. What are your rights?

You possess the following rights with respect to the processing of your personal data by Science Europe:

- **Right of access and rectification of data:** you may, at any time, have access to the personal data that Science Europe has on you or check if you are included in the database of Science Europe.
- **Right to rectification and erasure:** you may, at any time, notify Science Europe of corrections to your personal data and, where appropriate, request the deletion of your personal data.
- **Right to restriction of processing:** you may request Science Europe to restrict the processing, when you dispute the accuracy of the data or when you consider that the processing is illegal.
- **Right of portability:** you have the right to receive the personal data that you have communicated to Science Europe and may also ask to send these data to another data controller.
- **Right of objection:** you may, in some cases, object to the use of your data by Science Europe for the purposes described in point 4 when the processing is based on Science Europe's legitimate interest.

To exercise your rights, you need to contact Science Europe, after which Science Europe will provide you with a Subject Access Request Form. You must send this completed form back to Science Europe, accompanied by a copy of your identity card or passport:

- by e-mail: [privacy@scienceeurope.org](mailto:privacy@scienceeurope.org).
- by mail: Rue de la Science 14, B-1040 Brussels, Belgium

## 7. How do we protect your personal data?

Science Europe has taken the appropriate organisational and technical measures to ensure a level of security adapted to the risk to prevent (to the extent possible):

- unauthorised access to or modification of your personal data;
- improper use or disclosure of such personal data;
- unlawful destruction or accidental loss of such personal data.

In this respect, employees of Science Europe who have access to these personal data are subject to a strict confidentiality obligation. Nevertheless, Science Europe may in no way be held liable in the event that these data are stolen or hijacked by a third party despite the security measures adopted.

## 8. For how long do we keep your personal data?

Science Europe shall keep your personal data for the duration necessary to achieve the objectives pursued (see point 4).

The personal data of applicants who have not been selected during the recruitment process will be kept for a period of two years to be reviewed as soon as a new opportunity arises within our organisation. In the meantime, do not hesitate to inform us of any evolution of your career, which will allow us to keep your data up to date.

## 9. Complaint to the supervisory authority

If you have any complaint or question about the processing of personal data by Science Europe, we kindly ask you to contact Science Europe. However, if no amicable solution can be reached, you are informed that you have the right to lodge a complaint with the supervisory authority for the protection of personal data by contacting:

Data Protection Authority  
Rue de la Presse 35, 1000 Brussels, Belgium  
Tel: +32(0)2 274 48 00  
Email: [contact@apd-gba.be](mailto:contact@apd-gba.be)  
Website: [www.dataprotectionauthority.be](http://www.dataprotectionauthority.be)

## 10. Changes to the Notice

Science Europe may modify and adapt the Notice at any time, in particular to comply with any new legislation and/or regulations applicable.