

## SCIENCE EUROPE - APPLICANTS PRIVACY POLICY

### 1. General warning

Science Europe AISBL (hereafter '**Science Europe**', '**we**' or '**us**') makes it a matter of pride to respect the privacy of our 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 position at Science Europe, you acknowledge to have fully read and understood this Applicants Privacy Policy (hereinafter the "**Policy**").

### 2. Who is the data controller?

Science Europe acts as the controller with regard to the processing of Applicant's personal data. The full details of Science Europe can be found here:

Science Europe AISBL  
Rue de la Science 14  
1040 Brussels  
BELGIUM CBE-nr.: 0840.275.663

Any question regarding the processing of this 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)
- any other personal data needed for the administration of the recruitment process

Science Europe obtains the above personal data directly from you or via our partners, such as recruiting services, temporary agencies, *etc.*

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 in order to take steps at your request prior to entering into a contract, 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 the Policy, 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 Applicant's 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 the aforementioned persons 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, in particular, 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 this 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.

In order to exercise these 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, 1040 Brussels

## **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 in order to, to the extent possible, prevent:

- unauthorized 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 this personal data are subject to a strict confidentiality obligation. Nevertheless, Science Europe may in no way be held liable in the event that this data is stolen or hijacked by a third party despite the security measures adopted.

## **8. 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 which have not been selected during the recruitment process, will be kept for a period of two years in order to be reviewed in case a new opportunity arises within our organisation.

## **9. Complaint at 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 could 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  
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 Policy**

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

Last update: 31/07/2018.