

PRIVACY POLICY – RECRUITMENT

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1. INTRODUCTION

At Liedekerke, we take our obligations under privacy and data protection law very seriously. This privacy policy is designed to help you understand what personal data we collect, why and how we use it and who we share it with. It also explains the rights you have in connection with your personal data, including how to contact us or to make a complaint.

2. WHO IS RESPONSIBLE FOR THE PROCESSING OF YOUR PERSONAL DATA?

The entity controlling the processing of your personal data is Liedekerke Wolters Waelbroeck Kirkpatrick SCRL (“Liedekerke”, “us”, “we”). Liedekerke is a Belgian cooperative company with limited liability whose main registered office is located at 1000 Brussels, 3 boulevard de l’Empereur. Liedekerke is registered in the Business Register under number 0478.065.191.

For any questions relating to this policy or to exercise your rights regarding your personal data, you may contact us via mail on the above address or via the following email address: privacy@liedekerke.com.

3. WHY DO WE PROCESS YOUR PERSONAL DATA?

We process your personal data for recruitment and selection purposes, i.e. to evaluate your application, as submitted by you, for a position within Liedekerke.

4. WHAT IS OUR LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA?

We process your personal data on the basis of our **legitimate interest** to evaluate applicants that have submitted their personal data via our website spontaneously or specifically with regard to a posted vacancy within our firm.

We believe that our **legitimate interest** to process your personal data is not overridden by your interests or fundamental rights and freedoms. If you disagree with our point of view and do not want your personal data to be processed for this purpose, please contact us at privacy@liedekerke.com as you can opt out or object to this processing any time and free of charge (see below: What are your rights?). In such a case, we are not able to take your application into consideration.

We also process your personal data at your request in order to be able to take steps **prior to entering into a contract** with you.

To the extent you inform us about specific needs you may have, e.g. special categories of personal data, that must be taken into consideration by us to be able to evaluate your application, e.g. wheelchair access to our building, we process your personal data on the basis of your **consent**. You may withdraw your consent at any time. In such a case, we are not able to take possible special needs into consideration.

To the extent special categories of personal data are voluntarily included by you in the information you have submitted to us, e.g. in your cv or its enclosures, we may also process this personal data on the basis of your **consent**.

5. WHAT TYPE OF PERSONAL DATA DO WE COLLECT?

We process the personal data you have submitted to us via our website such as the information in your cv and its enclosures such as diploma's, certificates, etc.

We also process the information you have provided us on our request, e.g. financial information such as your current salary, the results of language tests, psychological tests or others.

As a matter of principle, we do not process any special categories of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

Exceptionally, we may do so in case:

1. special categories of personal data were expressly submitted by you to inform us about specific needs you may have that must be taken into consideration by us.
2. this information is voluntarily included by you in the information you have submitted to us, e.g. in your cv or its enclosures.

6. WHO DO WE SHARE YOUR PERSONAL DATA WITH?

As a general rule, we do not share your personal data with third parties.

Your personal data are saved within our HR database only accessible by our HR department.

Exceptionally, we may do so:

1. for the purpose of our internal organization, to allow our colleagues within Liedekerke, with a strict need to know and on a confidential basis, to evaluate your application,
2. when your application is or may be related to the United Kingdom, e.g. your education, training or a (potential) vacancy is related to the UK, to our colleagues from Liedekerke's representation desk in the UK, with a strict need to know and on a confidential basis,
3. when your application is or may be related to any country on the African continent or the Democratic Republic of Congo ('DRC') in particular, e.g. your education, training or a (potential) vacancy is related to the African continent or the DRC in particular, to our colleagues from our Liedekerke Africa office established in the DRC, with a strict need to know and on a confidential basis,
4. when required by law or by court order,
5. when useful or necessary for the purpose, to processors that process on our behalf, *i.e.* to perform certain (processing) activities such as CV Warehouse with whom we collaborate via this recruitment site or to IT, hosting and communications service providers.

In such cases, we conclude a processing agreement with these parties that have access to your personal data for the performance of their services.

7. HOW LONG DO WE KEEP YOUR PERSONAL DATA?

We hold your personal data for as long as your recruitment process is ongoing, with a maximum of one year after the end of this process.

If you want your personal data to be removed from our database, you can send a simple request to c.desmet@liedekerke.com at any time and we will remove your personal data from our database within one month after having received your request. In such a case, we might not be able to take your application into consideration.

8. WHAT ARE YOUR RIGHTS?

You have a number of rights regarding access to and control of your personal data, including:

- **Right to withdraw your consent:** in case the processing is based on your consent, you can withdraw your consent at any time and free of charge.

- **Right of access:** you have the right to ascertain what type of personal data we hold about you, how we process your personal data and to a copy of your personal data.
- **Right to rectification:** you have the right to have any inaccurate personal data which we hold about you updated or corrected.
- **Right to erasure:** in certain circumstances you may request that we delete the personal data that we hold on you.
- **Right to restriction:** you have the right to request that we stop using your personal data in certain circumstances including if you believe that the personal data we hold about you is inaccurate or that our use of your personal data is unlawful. If you validly exercise this right, we will store your personal data and will not carry out any other processing until the issue is resolved.
- **Right to object:** where we rely on our legitimate interests to process your personal data, you have a right to object to this use.
- **Right to portability:** you may request us to provide you with certain personal data which you have given us in a structured, commonly used and machine-readable format and you may request us to transmit your personal data directly to another data controller where this is technically feasible.

To exercise your rights regarding your personal data, you may contact us via the following email address: privacy@liedekerke.com

We may request that you provide proof of your identity for security reasons and in order to prevent the unauthorized disclosure or misuse of personal data.

Within maximum one month after receipt of the request, Liedekerke will process your request. If Liedekerke has legitimate reasons not to grant your request, it will contact you and motivate its decision.

9. QUESTIONS AND COMPLAINTS

If you have any questions, remarks or complaints in relation to this policy or how Liedekerke processes your personal data, do not hesitate to send an email to privacy@liedekerke.com.

If you have any complaints about the way Liedekerke processes your personal data, you can file a complaint with the Belgian Data Protection Authority www.dataprotectionauthority.be.

10. AMENDMENTS

Liedekerke reserves the right to amend this policy in order to comply with applicable privacy laws. We may revise this policy at any time by amending this policy. At all times you can find the current version of our privacy policy on our website.