BEPS International School
23, Avenue Franklin Roosevelt
1050 Brussels, Belgium
Tel: +32 (0)2 648 43 11
Email: info@beps.com

BEPS International School: Privacy Notice to Job Applicants

Last updated: October 2018

Introduction

BEPS International School, 23 Avenue Franklin Roosevelt, 1050 Brussels, Belgium (hereafter "**BEPS**" or "**we**"), processes personal data on its **prospective job applicants**, as part of its recruitment operations. For recruitment purposes, BEPS acts as data controller with respect to the recruitment and selection for the personnel.

In this capacity, BEPS strives to comply with applicable data protection regulations, such as the European General Data Protection Regulation 2016/679 of 27th April 2016. This BEPS International School Privacy Notice for Job applicants (hereafter "Notice") explains how we collect and use personal data, who we share it with and the ways in which we protect your privacy while doing so. This Notice applies to all personal data collected for and on behalf of BEPS. This pertains to both information collected in analogue form (forms, documents, in writing) and through technological means, such as information systems and email.

BEPS wishes to be completely transparent with regard to the processing of Personal Data and therefore, we have presented below all the information you may need on this subject.

Please take a little of your time to read this privacy notice to understand the data processing operations carried out by BEPS.

BEPS reserves the right to make changes to this Notice from time to time, for example in the light of new developments or new legislation. BEPS will always inform you of such changes in advance. In any event, it is recommended that you consult this Notice regularly.

1. How do we collect your personal data?

We may collect your personal data in a variety of ways:

- Personal data relating to you can be obtained directly from you;
- Personal data relating to you can also be obtained via other information channels, such as previous employers.

2. Why do we use your personal data?

The purpose for processing your personal data is to register your application for a job with us and, if this application leads to start our selection procedure, make a profile of you, meaning that we will process all the necessary data that is required for us to assess your job application in view of a potential recruitment.

3. On which legal ground does BEPS processes your personal data?

The processing of your data is therefore necessary in order to take steps prior to entering into an employment contract and is in our legitimate interests, i.e. the interest to assess and evaluate you before deciding on making an offer of employment, which is also in your interests (or at least our interests are not overridden by your interests).

In case of positive assessment and decision to hire, we will also process your personal data to prepare an employment contract.

In case of a decision not to hire you, we will retain your personal data for a period of time as well in order to be able to contact you if any future job opportunities would seem to match your profile. This is also in our & your legitimate interests.

4. The categories of personal data being processed

Personal data is all information relating to you or on the basis of which you may be identified. Anonymous data, without possibility to identify you, could thus not be considered as personal data.

For the purposes referred to here above, the categories of personal data that BEPS collects and processes include:

- standard data related to your identity (such as surname, name, and address);
- personal data (date and place of birth, nationality, gender, phone number, email address, hobbies and interest, etc.);
- your picture if you provide it to us knowingly and voluntarily;
- data with regard to your professional experience (profile, data on previous employers, termination of last employments and work carried out, special projects), including reference checks if you have provided us with references in your CV;
- data with regard to your education (diploma's, certificates, internships, special trainings, etc.);
- language skills;
- if applicable, whether you possess a permit of working and/or reside in the European Economic Area (EEA);
- any other personal data that you present us with as part of your application, related to the exercise of the role;
- digital assessment through the internet (social media presence), insofar as this presence is open for us to see;

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- any other personal data (than mentioned above) that require processing by virtue of the law.

You are not required to provide us with these data. However, not doing so might adversely affect your chances of being hired.

5. Storing personal data

We will only hold your personal data for as long as it is necessary for the purposes described above. In case the recruitment does not result in an employment relationship, your personal data will be retained for a maximum period of two years after the end of the job application procedure for the purposes described above.

In general, your personal data are stored on our own servers and on the servers of our data centre service provider, located in the European Union.

6. Sharing and transfers of personal data

HR and your envisaged hierarchic superior(s) will have access to your personal data on a strict 'need-to-know' basis for the purposes described above.

We do not pass on your information to any other third party, with the possible exception of any other third party in case it is relevant for the recruitment process.

The confidentiality of your personal data will be guaranteed.

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

8. Your rights

Job applicants may exercise a number of rights with regard to the processing of their personal data vis-à-vis BEPS, in so far as they effectively have those rights under applicable data protection legislation, such as the European General Data Protection Regulation 2016/679 of 27th April 2016.

The first point of contact in connection with the processing of personal data and the exercise of the rights described below is the BEPS Data Protection Lead (privacy@beps.com). BEPS shall respond to such requests and may or may not act upon them, in principle within a period of one month, all in accordance with applicable data protection legislation.

In addition, you also have the right to contact or file a complaint with the Belgian Data Protection Authority:

Data Protection Authority
Rue de la Presse 35, 1000 Brussels
contact@apd-gba.behttps://www.dataprotectionauthority.be/

You can contact us at any time for assistance on your application or regarding the management of your application.

Furthermore, the rights which you may have under applicable data protection legislation are:

- **Right to object** – the right to object at any time to the processing activities for which we rely on the legitimate interests of BEPS. In that event, we will immediately cease the processing activities unless there would exist compelling legitimate grounds for further processing. You will for instance be able to object to the processing of your personal data in the event of an unsuccessful application. In that event, we will delete your personal date immediately and cease any further processing.
- **Right to information and access** – to request access to and a copy of the personal data BEPS holds on you, as well as the right to information about relevant aspects of the data processing by BEPS. This Notice serves to inform you thereon but contact us if you have any questions.
- **Right to rectification** – to correct inaccurate personal data or to complete incomplete personal data.
- **Right to erasure** – to request the deletion or removal of personal data in specific circumstances, for example if your personal data is no longer necessary for the purposes pursued by BEPS, or if there is no longer a legal ground for the data processing.
- **Right to restriction of the way in which we process your personal data,** – if you would contest the processing or the correctness of the personal data, or if you wish to keep certain personal data in view of a possible legal claim, while we no longer need the personal data for the purposes mentioned above.
- **Right to data portability** – to receive your personal data in a structured, commonly used format and to transmit it or have it transmitted to another international school.
- **Right not to be subject to automated individual decision-making** – the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning you or similarly significantly affects you. Automated decisions are defined as decisions about individuals that are based solely on the automated processing of data and that produce legal effects that significantly affect the individuals involved. As a rule, your personal data will not be used for automated decision-making. Consequently, we do not base any decisions about your application solely on automated processing of your personal data.

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9. BEPS Data Protection Lead & Contact

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For any questions or concerns relating to this Notice or the processing of your personal data by or on behalf of BEPS, as well as for the exercise of any of the rights described in Article 8 of this Notice, please contact the BEPS Data Protection Lead (privacy@beps.com).

10. Applicable law and jurisdiction

This Notice and any disputes arising out of in relation to this notice shall be exclusively governed by and construed in accordance with Belgian law. The courts of Brussels, Belgium, shall be exclusively competent for any disputes arising out of or in relation to this Notice.

11. Changes to this Privacy Notice

We may modify or amend this Privacy Notice from time to time. Any changes we may make to this Privacy Notice in the future will be posted on this page. To inform when we make changes to this Privacy Statement, we will amend the revision date at the top of this page. The new modified or amended Privacy Notice will apply from that revision date. Please check back periodically to see changes and additions. If we are in the possession of your e-mail address and we are still processing your personal data, we will also inform you electronically about all changes to this Privacy Notice.

This Privacy Notice has last been updated in October 2018.