

PRIVACY NOTICE FOR JOB APPLICANTS

Please read this Privacy Notice carefully. This notice sets out why and how we collect your personal data, how we protect it and how long we retain it for. We keep your data as safe as reasonably possible and protect it against loss and unauthorised disclosure or access. We handle your personal data in strict compliance with the applicable data protection legislation, in particular the General Data Protection Regulation no. 2016/679 of 27 April 2016 (the 'GDPR').

This Privacy Notice is drawn up in the form of a Q&A ('Question and Answer') list.

1 Who will process my personal data?

The controller of your personal data is the legal entity below (referred to in the rest of this document as 'Tentoo'):

Tentoo Payroll Services NV
Ikaroslaan 14
1930 Zaventem
Enterprise number: 0462.803.529
E-mail address: info@tentoo.be

2 For what purpose and on what legal basis is my personal data processed?

The purpose for which your personal data is processed is to register your application for employment in our company. If this application leads to the beginning of a selection procedure, a profile of you will be created, which means that Tentoo will process all necessary data that is required to evaluate your application with a view to a possible hiring. This evaluation may also include an evaluation ('assessment') by an outside party.

The processing of your personal data is therefore necessary so that measures can be taken before an employment contract is entered into, and is in Tentoo's legitimate interest, specifically its interest in evaluating you before making you an offer of employment; we believe that this is also in your interest, or at any rate that it does not conflict with our legitimate interest.

If the evaluation is positive and a decision is made to hire you, we will also use your personal data to prepare the employment contract.

If a decision is made not to hire you, we will retain your personal data for a specified period (see point 7 below) in Tentoo's legitimate interest, namely in order to contact you in the future if any future opportunities match your profile and for the handling of any disputes.

3 What categories of personal data will be processed?

Personal data means any information about you or that can be used to identify you. Anonymous data from which it is not possible to identify you is therefore not considered to be personal data.

For the purposes stated above, the processing of personal data comprises:

- standard information in connection with your identity (your surname, first name, address etc.);
- personal details (place and date of birth, nationality, sex, telephone number, email address etc.);
- your photograph, if you have provided it to us voluntarily (e.g. because it is included in your CV);
- data in connection with your professional experience (profile, details of previous employers, end of previous jobs and work performed, special projects, etc.) including a reference check if you have given references in your CV;
- data in connection with your training (qualifications, certificates, internships, specific training, etc.);
- language skills;
- if applicable, whether or not you have a work permit and/or residence permit for the European Economic Area (EEA);
- any other personal details that you provide to us in your application, in your CV or letter of motivation, or in connection with the performance of the job;
- digital evaluation via the internet (presence on social media), to the extent that this presence is accessible to us;
- all other personal data (apart from that stated above) that may be processed pursuant to the law.

You are not obliged to provide this data to us. However, if you do not do so, this may have an adverse influence on your chances of being hired.

4 Who will have access to my personal data?

HR and your prospective line manager(s) will have access to your personal data on a strict 'need-to-know' basis for the purposes stated above.

We will not transmit your data to other parties, with the possible exception of 'assessment centres' or any other third party if relevant for the recruitment procedure.

The confidentiality of your personal data is assured.

5 Will my personal data be passed on outside the EEA?

We will not pass on your personal data to recipients located in countries outside the European Economic Area (EEA) in which the legislation does not offer the same level of data protection.

6 Will Tentoo use automated decision-making?

Automated decision-making is defined as decisions about individuals that are based solely on automated data processing and produce legal effects or significantly affect the individuals concerned.

Tentoo makes it a principle not to use automated decision-making as described above. Tentoo will not base its decision to hire you solely on the automated processing of your personal data.

7 How long will be my personal data be retained?

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

If the application does not lead to an employment relationship, your personal data will be retained for five years after the end of the recruitment procedure for the purposes discussed above under point 2.

E-mails will in principle be retained for a period of 7 years or at most until 3 months after the end of the employment contract. Back-ups will be retained for a period of 7 years or at most until 3 months after the end of the employment contract.

8 What rights do I have in connection with the processing of my personal data by Tentoo?

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

- Access to your personal data. This includes the right to receive a copy;
- Rectification of your personal data, including the completion of incomplete data, if it is inaccurate;
- The erasure of your personal data once there are no longer any legitimate grounds for its processing;
- To receive a copy of your personal data in a structured, commonly used and machine-readable format and/or to have it transmitted to another controller, to the extent that we process it by automated means in connection with the employment contract entered into with you or with a view to pre-contractual steps, and to the extent that this does not adversely affect the rights and freedoms of others, including Tentoo itself;
- Restriction of processing if you dispute the processing or the accuracy of the data processed, or if you wish us to retain certain personal data for the purpose of a possible legal claim whereas Tentoo no longer requires it for the purposes stated under point 2.

You have the right at all times to object to processing for which Tentoo relies on the legitimate interests set out in point 2. Tentoo will then cease the processing unless there are compelling legitimate grounds to continue it. For example, you will be able to object to the processing of your data after an unsuccessful application. If you do so, Tentoo will immediately erase your data and cease further processing.

You also have the right – if you believe that Tentoo has not acted in accordance with the legislation on data protection – to submit a complaint to the supervisory authority in the country in which you live or work or in which the alleged breach was committed.

9 How to contact Tentoo?

If you would like more information about the processing of your data, about your rights or about the content of this notice, you can contact us at any time. Your contact at Tentoo for additional information about these rights is:

privacy@tentoo.be

10 Amendments

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