

## PRIVACY POLICY FOR CANDIDATES

### 1. What is this policy about?

The protection of your personal data is a special concern to us, **Hyloris Developments NV/SA**, a limited liability company incorporated under Belgian law with registered office in 4000 Liège, Boulevard Gustave Kleyer 17/001 (Belgium) and registered with the Crossroads Bank for Enterprises under number 0542.737.368 (herein also referred to as “**we**”, “**us**” or “**our**”).

If you apply to an open position or spontaneously, directly with us or through a recruitment agency, we will process personal data about you. We are committed to protecting those personal data and maintaining the accuracy, confidentiality, and integrity thereof.

This privacy policy informs you, as candidate, in detail about the personal data that we collect and use about you.

We process your personal data in accordance with data protection regulations, in particular the General Data Protection Regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016; “**GDPR**”) and any local laws and implementation acts, as well as this privacy policy.

### 2. Who are we ?

We are **Hyloris Developments NV/SA**, a limited liability company incorporated under Belgian law with registered office in 4000 Liège, Boulevard Gustave Kleyer 17/001 (Belgium) and registered with the Crossroads Bank for Enterprises under number 0542.737.368.

We are the data controller in relation to the personal data processed in accordance with this policy.

Our contact details are:

- Phone: +32 (0)4 346 02 07
- Email: [contact@Hyloris.com](mailto:contact@Hyloris.com)

### 3. Collection of Personal Data

#### 3.1 How do we collect your personal data ?

We may collect personal data directly from a you for example from information provided via email or via an electronic or paper application or from third parties such as from recruitment agencies.

#### 3.2 What categories of personal data do we collect?

We collect the following categories of personal data from you and about you:

- your name
- your email address
- the position you are applying for
- any information that you mention on your CV or application such as:
  - o personal information including your date of birth, nationality, immigration status, gender, government ID, contact information, marital status
  - o your education and work history, including references
- all other information you choose to share voluntarily as part of the application process.

## **4. Processing of your Personal Data**

### **4.1 For what purposes of and on the basis of what legal grounds do we process personal data?**

#### **4.1.1 Current purposes and legal grounds**

We use your personal data for the purpose of entering into a contract and/or to pursue its legitimate business interests of recruitment and staffing processes. This may include the following services and/or activities:

- verifying the information provided by you
- assessing skills, qualifications and interests against career opportunities
- communicating with you about current and/or future career opportunities
- continuously improving our recruitment practices.

#### **4.1.2 Future purposes**

If we consider processing your personal data for other purposes than those mentioned under 4.1.1, we will inform you thereof before we start processing your personal data for the new purpose.

### **4.2 How long will your Personal Data be retained?**

We will retain your personal data during the recruitment process. After the recruitment process we will delete your personal data within two years.

We may retain some of your data longer for administrative purposes or to comply with our legal obligations. In such case, we will only keep the data that is strictly necessary and will only use your data for those purposes.

### **4.3 To whom will your Personal Data be disclosed?**

For the purposes described above, we may disclose your personal data to senior managers, HR managers, HR administration staff, IT administrators, facility management staff and potentially public services.

We require that any third party to whom your personal data is disclosed provides the same level of protection as applied by us when handling your Personal Information.

Whenever your personal data is disclosed to third parties it will only be to the extent necessary to enter into a contract or for the purposes of our legitimate interests, and we will ensure that those third parties will process your personal data with the same level of privacy protection as that which we provide.

## **5. Security**

We implement appropriate physical, administrative and technical measures, such as pseudonymizing, encryption and access controls, designed to protect your personal data against accidental, unlawful or unauthorized destruction, loss, alteration, disclosure or access or use, and all other unlawful forms of processing.

## **6. Your rights**

### **6.1 What are your rights with regard to data processing?**

You have the right to request:

- access to your personal data at any time;
- that inaccurate, outdated, or no longer necessary information be corrected, erased, or restricted;
- in certain circumstances, the erasure of your data, especially if the personal data concerned have been collected directly from you and that those personal data are no longer necessary for the purpose for which we collected it, the processing of the personal data concerned was based on your prior consent and you have withdrawn such consent or if you object to the processing of the personal data.

If we are processing personal data relating to you based on your prior consent, you may withdraw your consent at any time.

You may object to the processing of your data at any time on condition that your objection is justified on your own grounds, and such justification is within the limits of applicable data protection regulations.

If you object to the processing of your personal data, or if you challenge the legality of the processing of your personal data or the accuracy of your personal, you may request that we restrict the processing of your personal data for the time necessary for us to verify the basis of your request.

You may also request such restriction if the processing of your personal data is considered illegal but you do not want your personal data to be deleted.

## **6.2 How to exercise your rights?**

You can exercise the rights described above by sending an email to [contact@Hyloris.com](mailto:contact@Hyloris.com).

Upon receipt of your request, we will answer you as soon as possible.

If you are not satisfied with our response to your request with regard to your exercise of those rights, you may file a complaint with the data protection authority in the country where you have your habitual residence, your place of work or where the alleged infringement of your rights occurred.

## **7. Changes to this Policy in the Future**

We might bring changes to this policy from time to time in order to comply with any changes in the applicable laws, regulations and practices, as well as to reflect possible changes in the way we collect and process personal data.

Any changes we make to this policy will be posted on this page and, where appropriate, notified to you by e-mail.

We invite you to check back on regular basis to see if any updates or changes have been brought to this policy.