

## **APPLICANTS PRIVACY POLICY**

### **1. General warning**

QED (hereafter 'QED', '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 job at QED, you acknowledge to fully and unreservedly accept this Applicants Privacy Policy (hereinafter the "Policy").

### **2. Who is the data controller?**

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

EUROCRATS EVENT MANAGEMENT (private limited liability company) ("QED")  
Rue de Spa 28  
1000 Bruxelles  
CBE-nr.: 0831.167.660

Any question regarding the processing of this data may be sent to the following address: [info@qed.eu](mailto:info@qed.eu).

### **3. What personal data do we collect?**

QED 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).

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

### **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.

### **5. Do we share your personal data?**

QED 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.

QED 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.

QED 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 QED

- **Right of access and rectification of data:** you may, at any time, have access to the personal data that QED has on you or check if you are included in the database of QED.
- **Right to rectification and erasure:** you may, at any time, notify QED 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 QED 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 QED 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 QED for the purposes described in point 4 when the processing is based on QED's legitimate interest.

In order to exercise his rights, you need to contact QED after which QED will provide you with a Subject Access Request Form. You must send this completed form back to QED, accompanied by a copy of your identity card or passport:

- by e-mail: [info@qed.eu](mailto:info@qed.eu)
- by mail: Rue de Spa 28, 1000 Bruxelles

## **7. How do we protect your personal data?**

QED has taken the appropriate organizational 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 QED who have access to this personal data are subject to a strict confidentiality obligation. Nevertheless, QED 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?**

QED 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 as soon as a new opportunity arises within our company. In the meantime, do not hesitate to inform us of any evolution of your career which will allow us to keep your data up to date.

#### **9. Complaint at the supervisory authority**

If you have any complaint or question about the processing of personal data by QED, we kindly ask you to contact QED. 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**

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

Last update: 25/06/2018.