

Application Privacy Policy - Bio Base Europe Pilot Plant

=> Last update: 24012019

These application conditions describe how BBEPP, whose registered office is at Rodenhuizekaai 1, 9042 Desteldonk - Belgium with VAT number BE 0806.873.318 (hereinafter "Bio Base Europe Pilot Plant") is committed to protecting the privacy of her external and internal candidates whose personal data are collected. These conditions apply to the recruitment and selection activities by Bio Base Europe Pilot Plant.

1. Application area

Through the careersite or intranet candidates get the opportunity to apply spontaneously and / or for specific vacancies. Bio Base Europe Pilot Plant, the controller, undertakes to use your personal data for the following processing purposes only:

- Receive applications or ask about vacancies
- Monitor candidates and communicate about the application process
- Schedule appointments with candidates
- Compiling a recruitment reserve (database with candidate employees)
- Notification of new vacancies
- Analyze application behavior to improve procedures and fraud prevention

To make your application or question run smoothly, Bio Base Europe Pilot Plant needs a number of personal data, such as:

- Identity information (personal name, date of birth, ...)
- Contact information (place of residence, telephone number, e-mail address, ...)
- Education and training (diplomas, certificates, ...)
- Profession (employer, job, ...)

Bio Base Europe Pilot Plant collects personal data from candidates directly (personal contact, telephone calls, e-mail, ...) or via the application form with mandatory and optional input fields and uploaded files (such as: CV, motivation letter, diploma, ...) on the careersite or intranet .

Bio Base Europe Pilot Plant does not allow to receive data from children under the age of 16. The candidate does not add any sensitive data to his / her application, such as race, political opinions, religious or philosophical beliefs, trade union membership, health or medical information, sexual life, suspicions, prosecutions, criminal, administrative convictions and any other information is to regulations or protection under specific laws.

If the candidate provides unsolicited sensitive data to Bio Base Europe Pilot Plant, the candidate Bio Base Europe Pilot Plant will be allowed to clear it. If you provide personal data via the BBEPP care provider site and tick the "privacy" checkbox, you accept and consent to the processing of this personal data by Bio Base Europe Pilot Plant and confirm that you have read and approved these conditions. The candidate's data is as accurate as possible and, if necessary, updated by the candidate and Bio Base Europe Pilot Plant. If a candidate applies several times and therefore appears in the database several times (double candidate), the data will be merged into one file.

2. Confidentiality

Bio Base Europe Pilot Plant stores your personal data in a secure database. Bio Base Europe Pilot Plant ensures that your data is not passed on to third parties for commercial or other purposes. Bio Base Europe Pilot Plant will never sell or trade candidates' data. For practical implementation, Bio Base Europe Pilot Plant can call on suppliers (eg recruitment software, test supplier, interim and selection office, ...) who have access to certain data from candidates for services (eg planning an assessment, invitation to test, etc.) to be delivered in the context of the recruitment and selection process. Bio Base Europe Pilot Plant ensures that these third parties handle your personal data carefully and comply with all rules. Bio Base Europe Pilot Plant may be required by law to reveal certain details of candidates to third parties, for example government. It may also be necessary for Bio Base Europe Pilot Plant to communicate details of candidates under applicable laws in order to protect its legal rights. Access to candidate data is limited to staff members of Bio Base Europe Pilot Plant who are involved in the recruitment and selection activities.

3. Data transfer

Bio Base Europe Pilot Plant is a Belgian company and tries in the first instance to process the personal data as much as possible in Belgium and will at all times keep all data within Europe. Bio Base Europe Pilot Plant will never process personal data outside of Europe or pass it on to countries outside of Europe.

4. Storage period

After the recruitment and selection procedure, Bio Base Europe Pilot Plant stores the personal data of the candidate in the recruitment reserve in case there is a suitable vacancy. Unless the local legislation stipulates otherwise, the candidate's data will be retained for a maximum of 3 years after the application has been closed. If a candidate applies several times within the retention period, the closing date of the last application will always be used. If the retention period has expired, the candidate will be completely removed from the Bio Base Europe Pilot Plant system. Only to comply with our legal obligations (including police and judicial requests), to comply with regulations, to resolve disputes, to maintain security, to prevent fraud and abuse, to enforce our User Agreement or your request for deregistration for further To execute messages from us, your personal data may be kept for longer if reasonably necessary.

5. Rights of the candidate

As a candidate you have the right to request your personal data (access to data transfer or transfer), to have it corrected (supplement or change) or to oppose the processing (complete deletion or temporary blocking) of your personal data. To exercise these rights, you can submit an application via the contact details below at Bio Base Europe Pilot Plant. Bio Base Europe Pilot Plant will respond to your request within a period of 1 month after receipt of your application and whether or not it will comply with the applicable legislation. When Bio Base Europe Pilot Plant has reasons to doubt your identity of the applicant, Bio Base Europe Pilot Plant is entitled to request additional information to check your identity in order to prevent any unauthorized application.

6. Cookies & careersite

In addition to the personal data you provide voluntarily to Bio Base Europe Pilot Plant in the context of an application or question, Bio Base Europe Pilot Plant also uses cookies to collect data. Cookies help Bio Base Europe Pilot Plant understand how candidates use the careersite and how Bio Base Europe Pilot Plant can make the careersite better and more candidate-friendly. In addition, Bio Base

Europe Pilot Plant uses JavaScript, for example to show previously viewed vacancies. You can accept our cookies in two ways: the cookie notification you see on your first visit or simply continue on the careersite. Careersite session (called session, session_sig) Save temporary information from your session (careersite visit). This means, for example, you do not have to re-enter a form if you reload a page, or do not fill in all fields correctly at once. This cookie is deleted after the session. Cookie notice (called CookieBar) We use this cookie to remember whether or not you have closed the cookie notification. Without this cookie the message will not be permanently closed. This cookie is deleted after one year. Google Analytics (called _ga, _gat) With Google Analytics, we measure how you use the careersite and how you found us. This knowledge uses Bio Base Europe Pilot Plant to improve our sites. This cookie comes from Google and is deleted after a maximum of two years. Errorception (called cfduid) This cookie uses Bio Base Europe Pilot Plant to monitor error messages in the browsers of the visitors. This cookie is deleted after a maximum of 30 days. If you do not want this, you can of course also disable cookies and JavaScript. Please note that the care site may not work optimally.

7. Language

The original language of this application privacy statement is Dutch. Translations or documents drawn up in another language are always merely an encore to the candidate. In the case of a difference between the Dutch text and the translated text, only the Dutch text will apply.

8. Changes

Bio Base Europe Pilot Plant reserves the right to change this application privacy statement at any time. If the changes have a significant impact on the implementation of the agreements with the candidate, they will always be communicated to the candidate. If the candidate disagrees with the changes, he can always appeal to Bio Base Europe Pilot Plant and in the extreme case the candidate has the possibility to stop his current application and to be removed from the database.

9. Contact details

For questions about the application privacy statement, you can contact Bio Base Europe Pilot Plant via: Bio Base Europe Pilot Plant (BBEPP) letter: Rodenhuizekaai 1, 9042 Desteldonk phone: +32 9 335.70.01 e-mail: privacy@bbeu.org.