

Privacy Notice

This Privacy Notice (together with our policies and any other documents referred to in it) sets out the basis on which all personal data that we collect from you, or that you provide to us and any other companies of the Eurofins group (which can be found at <https://www.eurofins.com/>) will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

If you have any questions regarding this Privacy Notice or if you want to lodge a request in relation to your personal information, please contact us via our contact point: HR@eurofins.be

Controller information

The person in charge of the control of your personal information (referred hereinafter as the “controller” or “Eurofins” or “we”) is:

Eurofins Belgium nv – National Service Center
Venecoweg 5
9810 Nazareth
Belgium
HR@eurofins.be

What information do you have to provide?

If you are interested in a current or future job at Eurofins, you should provide us with your CV and any related relevant information. You have no obligation whatsoever (including statutory or contractual) to do so.

You must not provide us with any special categories of personal data such as personal data revealing your racial or ethnic origin, your political opinions, your religious or philosophical beliefs, your trade union membership, your genetic data, your biometric data, data concerning your health or data concerning your sex life or sexual orientation or personal data relating to criminal convictions and offences.

If your CV contains any of the above special categories of personal data, please remove it from your CV before submitting it to us.

Such special categories of personal data will only be asked to the extent required by circumstances, and applicable local laws.

What if you do not want to provide personal information?

If you do not agree to provide us with your CV, please do not submit any personal data to us.

What personal information do we collect and how?

We collect your personal data about

- your identity (name and surname);
- your occupation and professional experience;
- your academic experience;
- your contact details;
- your suitability for a relevant job position.
- in case you were invited for and participated in tests or assessment centres depending on a type of position we are hiring or the local market specific, information provided by you during such tests or assessment centres in answers, as well as your final results, scorings and / or personal profile characteristic, including your personality factors and soft competences (like ability to work within the team, creativity, assertiveness, dependability, adaptability), logical skills, performance, language skills, level of knowledge, or such other information;
- your opinions and remarks regarding the recruitment process.

Your personal data are collected from various sources, such as recruiting firms and from public available sources (e.g. school directories, companies websites etc.) as well as from professional social networks such as LinkedIn, and from the referees you chose to tell us.

Why do we use personal information about you?

Your personal data will be stored, processed, used and disclosed by us for the following purposes:

- To assess if you and your profile would fit one of our present or future open job positions at Eurofins, and especially:
 - To assess data about you against vacancies in any Eurofins company
 - To send your information to other Eurofins companies in order to apply for jobs or to assess your eligibility for jobs
 - To enable you to submit your CV, apply online for jobs at Eurofins
 - To answer your questions and enquiries

- to send you information about Eurofins present and future vacancies as well as invites for recruitment processes, and if you consented – also the communication about us and our enterprises as well as recruitment and career related events (such as job fairs, career days, site visits for guests) participated or organized by Eurofins
- To track and measure your experience, in form of specifically, but not limited to, questionnaires or surveys (both electronic and traditional) that you decided to participate in, related to Eurofins' recruitment process you take part in as well as recruitment and career related events organized by us or on our behalf, in order to improve our systems and / or processes as well as quality of our recruitment and career related activities for (potential) candidates
- In order to not contact you in the future if you are not retained in our talent pool or potential candidates list

Which processing ground(s) do we rely upon for processing your personal information?

In order to process your personal data, we rely either (i) on our legitimate interest, being the recruiting of candidates to fill in any of our present or future job vacancies within one of the companies of the Eurofins group, (ii) on legal obligations, or (iii) on your consent, if applicable.

Do we use Profiling and Automated Decisions?

We use Profiling in certain stages of recruitment process by utilization of the automated tools (software), which supports us by matching your experience, education information or answers and other characteristics, submitted by you to Eurofins in the application documents (such as CV's, cover letters, recruitment forms) or during the tests or assessment centres, conducted internally by Eurofins or by carefully selected professional service providers, to which we may invite you depending on a type of position for we are hiring or the local market specific, in order to assess your personal profile characteristics, including your personality factors and soft competences (like ability to work within the team, creativity, assertiveness, dependability, adaptability, supportiveness), logical skills, performance, language skills, level of knowledge, soft competences, or such other, with specific requirements of the position for which we conduct the recruitment process, as well as with Eurofins organizational culture and values.

Irrespective of use of a Profiling as described above, the final decision about your participation in next stages of the recruitment process (including proposing you a job offer) is made by our personnel.

Nevertheless we may also make Automated Decisions on any of the matters set out in this notice, for example: whom to include on a shortlists for phone or face to face interviews. If we however do this, we will bring this to your attention at the time, together with information about the logic involved in decision-making process, as well as the importance and planned effects for you of such use of information about you.

If you give us your consent to process your personal information for a specific purpose, can you withdraw it afterwards?

Yes, you can withdraw your consent in full or in parts at any time, by accessing your personal candidate Portal here: <https://my.smartrecruiters.com/identity/public/sign-in>.

Which rights do I have over my personal data?

You have the followings rights:

- To access your data (you can access your personal data in your personal candidate portal here: <https://my.smartrecruiters.com/identity/public/sign-in>)
- To rectify your data (you can rectify your personal data in your personal candidate portal here: <https://my.smartrecruiters.com/identity/public/sign-in>)
- To ask for the portability of the data you provided to us;
- To object to the processing of your data, in which case we would suggest you to erase your data.
- To restrict the processing of your data;
- To erase your data (you can delete all, or parts of your data in your personal candidate portal here: <https://my.smartrecruiters.com/identity/public/sign-in>) -
To complain to a supervisory authority.

Which are the recipients of my personal information?

We may send your personal data:

- To third parties we have retained to provide us services such as references checks, qualifications checks and criminal reference checking services, verification of the details you have provided from third party source, HR tests or skills tests
- To third parties who perform functions on our behalf and who also provide services to us, such as professional advisors, IT consultants carrying out testing and development work on our business systems, research firms and outsourcing partners.

- To regulatory or law enforcement agencies if we believe in good faith that we are required by law to disclose it, in order to comply with any applicable law or order of a court of competent jurisdiction, or in connection with legal proceedings
- We may also pass your information to, or allow access to such information to Eurofins affiliates, which can be found at <https://www.eurofins.com/eles/>, in order that they may use your personal information in the same way as we process, use and disclose your information as described above.

Will my information be transferred outside the European Union?

Your personal data might be transferred outside the EU in case one of the recipients stated above is located outside the EU, and only to countries for which:

- the European Commission has issued an adequacy decision (which guarantees that an adequate level of protection of personal data is offered in that country);
- you have given explicit consent;
- appropriate safeguards have been provided, such as standard data protection clauses (that can be found at https://ec.europa.eu/info/law/law-topic/dataprotection/data-transfers-outside-eu/model-contracts-transfer-personal-datathird-countries_en).

More specifically, your personal data are transferred to SmartRecruiters.

How long will you keep my data for?

Your personal data will be stored for a maximum of two years, unless you gave your consent for processing your personal information.