



## PRIVACY NOTICE FOR EMPLOYEES

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Please read this Privacy Notice carefully. It explains why and how we collect your personal data, how we protect them and how long they are kept. We keep your data as secure as reasonably possible and protect them from loss and unauthorised disclosure or access and we handle your personal data in strict compliance with the applicable data protection laws, in particular the General Data Protection Regulation ('GDPR') 2016/679 of 27 April 2016.

This Privacy Notice has been drawn up in a Q&A ("Questions & Answers") format.

### **1 Who will process my personal data?**

The controller for your personal data is the following legal entity:

- EOC Management nv  
Industriepark "De Bruwaan" 12, 9700 Oudenaarde  
Enterprise number: 0422.191.609
- EOC Belgium nv  
Industriepark "De Bruwaan" 24, 9700 Oudenaarde  
Enterprise number: 0422.191.708
- EOC Surfactants nv  
Durmakker 35, 9940 Evergem  
Enterprise number: 0462.882.515
- EOC Logistics nv  
Industriepark "De Bruwaan" 18, 9700 Oudenaarde  
Enterprise number: 0400.136.282

*Referred to hereinafter as EOC*

### **2 For what purpose and on what legal basis are my personal data processed?**

The purpose for which your personal data are processed is to register your application for employment in our company and, if this application leads to the start of a selection procedure, a profile will be created for you, which means that EOC will process all the necessary data required to assess your application with a view to a possible recruitment.



The processing of your personal data is therefore necessary in order to be able to take measures prior to the conclusion of an employment contract and it is in the legitimate interests of EOC, i. e. the importance of assessing you before making an offer of employment.

In case of a positive assessment and decision to employ you, we will also use your personal data to prepare the employment contract.

In the event of a decision not to employ you, we will retain your personal data for a specific period of time (see point 7) in order to be able to contact you in the future if any future opportunities match your profile. This is also in the legitimate interests of EOC.

### **3 Which categories of personal data will be processed?**

Personal data includes any information about you or from which you can be identified.

Consequently, anonymous data, providing no means of identifying you, are therefore not considered to be personal data.

For the aforementioned purposes, the processing of personal data covers:

- standard information related to your identity (last name, first name (s), address....);
- personal data (place and date of birth, nationality, gender, telephone number, e-mail address, hobbies and interests,...);
- your photo if you provide permission to do so;
- memberships;
- data relating to your professional experience (profile, data on former employers, termination of previous employment relationships and work completed, special projects, ...) including a check of your references if you have provided references along with your CV (implying your permission for us to get in contact with the reference-givers);
- data about your education (qualifications, certificates, internships, special training, ....);
- knowledge of languages;
- if applicable, whether or not you have a work and/or residence permit for the European Economic Area (EEA);
- any other personal data you provide in your application in connection with the performance of your duties;
- a digital assessment using the Internet (presence on social media) insofar as this presence is known to us;
- any other personal data (other than those mentioned above) that must be processed pursuant to the law.

You are not obliged to provide us with this information, however, a failure to do so may adversely affect your chances of being hired.

### **4 Who will have access to my personal data?**



The HR department and your prospective supervisor (s) will have access to your personal data on a strictly need-to-know basis for the purposes stated above.

We do not forward your data to other third parties, with the possible exception of assessment centres ...or any other third party if this is relevant for the recruitment procedure.

## **5 Will my personal data be transferred outside my country of residence?**

In the light of your application, an affiliated EOC entity belonging to the EOC group, and possibly located in a third country outside the EEA may need to gain access to your personal data for processing and storage purposes. In order for your personal data to be processed in accordance with data protection principles, EOC has adopted appropriate safeguards in line with the GDPR.

## **6 Will EOC apply an automated decision-making process?**

Automated decision-making is defined as decisions concerning individuals that are based solely on automated data processing and have legal consequences or that affect the individuals involved to a considerable extent.

EOC's overriding principle is to refrain from using the aforementioned automated decision-making process. EOC does not base its decisions about whether or not to employ you, promote you or about any other HR-related reasons solely on the automated data processing of your personal data.

## **7 How long will my personal data be kept?**

We will keep your personal data for the period of time necessary for the aforementioned purposes. If the application does not result in an employment relationship, your personal data will be kept for one year after the end of the recruitment procedure for the purposes referred to in paragraph 2 .

## **8 What rights can I invoke in connection with EOC's processing of my personal data?**

You are entitled to contact EOC at any time to:

- Request the inspection, rectification or deletion of your personal data
- Request restrictions to be applied to the data processing or transfer operations or to object to these operations;
- Withdraw your consent for data processing or transfers (this does not affect the legitimacy of previous processing operations, however);
- Ask to be able to receive your personal data in order to pass it on to another responsible person ('right to portability');
- Lodge a complaint with the supervisory authority if you consider that EOC failed to act in accordance with data protection legislation..



Your EOC contact person for all further information about these rights is:

The personnel department

**9 Changes**

We reserve the right to change this Privacy Notice from time to time, subject to the limitations of the applicable privacy and data protection regulations.

**10 Confirmation**

By submitting my application, I hereby confirm that I have read and understood this Privacy Notice and agree to its contents.

Name:

Date and location:

Signature:

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