

INFORMATION DOCUMENT FOR APPLICANTS WITH REGARD TO THE GENERAL DATA PROTECTION REGULATION (REGULATION 2016/679)

Concepts

This document uses the following concepts:

- **Personal data:** all information about an identified or identifiable natural person.
For example: name, national register number, address, family composition, evaluations, medical certificates, membership of a trade union, proof of identity, education, current and previous employment history, interview notes and references.
- **Processing:** (the totality of) processing (s) of personal data.
For example: storing, collecting, modifying, retrieving, consulting, using, sending, distributing, passing on, deleting, destroying
- **Time:** a reasonable amount of time the information is held and processed in relation to the recruitment process.
E.g. the duration of the current application and if they are unsuccessful, time to consider the applicant for future roles.
- **Controller:** the natural person, legal person, government agency, a service or other body that alone or with others determines the purpose and the means for the processing of personal data.
For example: the employer
- **Processor:** the natural person, legal entity, government agency, a service or another body that processes personal data on behalf of the controller.
For example: the recognized social secretariat for employers in terms of payroll processing, service providers to identify suitable candidate employees

Who does this information document apply to?

This document applies to the processing of the personal data of persons who have applied for an open vacancy or have submitted a spontaneous application; these persons together will be called 'the person concerned'.

Policy on the protection of personal data

The person concerned is entitled to the following information about the processing of his personal data.

Data controller and his representative (s)

The controller is Deceuninck Ltd with address at Unit 2, Stanier Road, Porte Marsh Industrial Estate, Calne, Wiltshire, SN11 9PX, represented by HR Manager, Alison Plumb.

Categories of personal data

This policy relates to the personal data of the data subject in connection with recruitment and selection.

Legal basis and purpose

The processing of these personal data takes place to check the suitability of the candidate, based on the measures that must be taken before concluding a possible (employment) agreement.

Criteria for storage

The data controller will keep the personal data of the data subject as long as necessary for the execution of the application process.

Contact person

The contact person within Deceuninck for data protection is Eline Dujardin, Corporate Legal Counsel (eline.dujardin@deceuninck.com) The local contact is alison.plumb@deceuninck.com

The data subject can always contact the contact person for data protection if he wishes more information or if he wishes to exercise his rights with regard to the protection of the personal data processed by the controller.

Rights of the person concerned

The person concerned has the right to:

- inspect the personal data processed by Deceuninck. He can inspect the answers to numerous questions about the personal data, such as the reason why the personal data are processed, to whom the personal data are transferred, for how long they are kept;
- receive a copy of the personal data being processed. For additional copies, reasonable compensation may be charged on the basis of administrative costs. In the case of an electronic request, the information is provided electronically when the request is not accompanied by the request to provide the information on paper;
- obtain an improvement in incorrect personal data;
- complete incomplete personal data, eg by providing a supplementary statement;
- delete personal data that apply to him. The personal data will be deleted when the law or other regulations require Deceuninck to do so;
- obtain a limitation of processing. The processing of personal data will be limited if the law or other regulations require Deceuninck to do so;
- receive his personal data in a structured, current and machine-readable form. Insofar as the law or other regulations so provide, the data subject has the right to transfer the personal data to another controller. If this is technically possible, the data subject may even have the personal data of Deceuninck transferred directly to another controller;
- not to be subject to a decision based solely on automated processing which has consequences for the data subject or affects him to another extent. A human intervention is therefore required, except in the exceptions provided by law or other regulations;

- withdraw his consent to the processing of personal data at any time. Withdrawal of consent does not, however, affect the lawfulness of the processing on the basis of the consent prior to repeal thereof.

The person concerned also has the right to object to the processing of personal data that apply to him in the cases provided for by law or other regulatory texts.

The person can exercise these rights by submitting a request to or contacting alison.plumb@deceuninck.com

Deceuninck may take the necessary measures to check the identity of the data subject who submits a request.

The person concerned also has the right to lodge a complaint with the local data protection authority: Information Commissioners Office (ICO) Churchill House, 17 Churchill Way, Cardiff CF10 2HH, UK.