

Job Applicant Privacy Policy

1. General

As part of our recruitment process, FiBL Europe collects and processes personal data relating to job applicants. FiBL Europe is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

Data controller: FiBL Europe, a non-profit organization, Drukpersstraat 4, 1000 Brussels, Belgium (hereinafter “FiBL Europe”).

Privacy officer: Lisa Haller. You can contact her via the e-mail address lisa.haller@fibl.org.

The terms used in this Job Applicant Privacy Policy should be interpreted in accordance with the General Data Protection Regulation (Regulation (EU) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC).

FiBL Europe reserves the right to change and adapt this Job Applicant Privacy Policy on our own initiative from time to time. Those changes and adaptations will be communicated via Internet.

2. What information do we collect?

FiBL Europe collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- your nationality;
- details of your qualifications and education, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- any other information you choose to provide us as part of your application and
- publicly available information on your profile on social media channels such as LinkedIn.

3. Processing applicant data allows FiBL Europe to:

- a. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job.
- b. We may also need to process data from job applicants to respond to and defend against legal claims (such as related to our refusal of your application).
- c. If your application is unsuccessful, FiBL Europe would like to keep your personal data on file in case there are future employment opportunities for which you may be suited.
- d. If your application is successful, we will process your data for human resources purposes during your employment with us.
- e. We process such information to carry out legal obligations or to comply with any reasonable request from law enforcement agents or representatives, judicial authorities, governmental agencies or bodies, including data protection authorities.

4. What is the applicable legal basis that allows FiBL Europe to process personal data?

FiBL Europe processes your information for the purpose described in article 3 a to take steps at your request prior to entering into a contract with you.

We need to process data to ensure that we are complying with legal obligations for the purpose described in article 3 e.

For the purposes described in article 3 b and d, FiBL Europe has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process.

FiBL asks for your consent for the purpose described in article 3 c. You may withdraw your consent at any time.

5. Who has access to data?

Your information may be shared internally with colleagues for the purposes of the recruitment exercise. We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with our external contracted HR company to prepare all the documentations necessary to start as employee at FiBL Europe.

6. How does FiBL Europe protect data?

We take the security of your data seriously. FiBL tries to ensure as much as possible that your data is not lost, accidentally or intentionally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

7. For how long does FiBL Europe keep data?

If your application for employment is unsuccessful, the organization will hold your data only for as long as necessary to achieve the purposes described in article 3 or once you withdraw your consent. Your data will be deleted or destroyed after this period. You will be asked when you submit your CV whether you give us consent to hold your details for in order to be considered for other positions or not. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to our external HR company and retained during your employment agreement. The periods for which your data will be held will be provided to you in another privacy policy made for employees of FiBL Europe.

8. Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organization to change incorrect or incomplete data;
- require the organization to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- require FiBL Europe to receive your personal data;
- withdraw your previously given consent at any time and
- object to the processing of your data where FiBL Europe is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact our Privacy officer via the e-mail address lisa.haller@fibl.org. If you believe that the organization has not complied with your data protection rights after you contacted the organization, you can file a complaint with the relevant national authority.