



MAGOTTEAUX

PRIVACY STATEMENT

FOR STAFF

RECRUITMENT

(GDPR - 2018-1)

The entities from the Magotteaux Group subject to GDPR regulations (« Company ») are committed to protecting the applicants' privacy.

The protection of the privacy and personal data of applicants is of the utmost importance for the Company, and is essential in the way the Company develops, organizes and implements its recruitment activities.

We thank you for reading this Privacy Statement very carefully. It explains why and how we collect information about you, how we protect it and how long we keep it.

The Company retains your data in the safest and most secure way possible against unauthorized losses and disclosures or access, and we will process your personal data in strict compliance with the applicable data protection laws, in particular the General Data Protection Regulation 2016/679 of 27 April 2016 (« GDPR »).

This Declaration is written in the form of questions and answers.

1. WHO WILL HANDLE MY PERSONAL DATA?

The personal data controller is the legal entity of the Magotteaux group located in the European Union where you are applying.

2. WHY AND ON WHICH LEGAL BASIS ARE MY PERSONAL DATA PROCESSED?

The purpose of processing your personal data is to register your application for a job with our company, and, if this application means starting our selection process, we establish your profile, which means that the Company will process all the data we need to evaluate your application for potential recruitment.

The processing of your data is therefore necessary to be able to take pre-hiring measures. It is in the Company's legitimate interest to be able to evaluate you before deciding to offer you a position.

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

If we decide not to hire you, we will keep your personal data for a specific period of time (see section 5), so that we may contact you in the future if opportunities that fit your profile arise. It is also in the legitimate interest of the Company.

3. WHAT KIND OF PERSONAL DATA WILL BE PROCESSED?

Personal data include all information about you, which help identify you. Anonymous data, which

are not used to identify you, are therefore not considered personal data.

The Company collects and processes data (required and optional) provided directly by yourself through personal contacts, telephone interviews, mail or emails.

In order to achieve the objectives mentioned above, the processing of personal data will include:

- standard data regarding your identity (name, first name, address,...) ;
- personal data (date and place of birth, nationality, gender, telephone number, email address, hobbies and interests, etc.);
- your photo, if you decide to provide one ;
- memberships ;
- information about your work experience (profile, data on previous employers, termination of last jobs and type of work done, special projects,...), including reference checks if you have provided them in your CV (meaning that you gave us your consent to get in touch with them) ;
- information about your education (degrees, certificates, internships, special training,...);
- language skills ;
- If you have a work and/or residence permit in the European Economic Area (EEA) ¹;
- any other personal data that you may provide to us when you apply and which pertains to the job performance ;
- digital assessment via the internet (presence on social networks) to the extent that we can access it;
- any potential other personal data item (other than those above) that requires treatment under the law.

The Company does not collect or process any sensitive data from the applicant, such as data disclosing your race or ethnic background, your political, religious or philosophical views, any trade union membership, health status or sexual orientation. If, due to exceptional circumstances, the Company collects any sensitive data from applicants, the applicant's explicit consent will be requested in advance. Please note that the applicant who discloses unsolicited sensitive data to the Company consents to the processing of such data by the Company for recruitment purposes.

4. WHO WILL HAVE ACCESS TO MY PERSONAL DATA?

The Human Resources Department and your potential supervisor may be required to have access, according to internal procedures that meet the principles of proportionality and

¹ The EEA includes the following countries : Countries of the European Union, Norway, Iceland and Liechtenstein.

limitation ("need-to-know" principle), to your personal data, in order to achieve the objectives mentioned in Section 2.

We do not share these data with other third parties. However, an exception is possible for "assessment centers" etc., or for any other third party relevant to the recruitment process.

Prior to the transmission of any data to any third party, the Company will ensure that the third party is bound by strict security standards.

The Company does not sell, or does not trade applicant data to third parties. The Company may be required to disclose certain applicant data to third parties, such as government authorities, under applicable laws. It may also be necessary for the Company to disclose some applicant data in order to safeguard the Company's rights, again in accordance with the applicable law.

5. HOW LONG ARE MY PERSONAL DATA KEPT?

We keep your personal data only for the time required by the purposes described in section 2.

If the application does not result in an employment relationship, the Company will only withhold the applicant's data if there is a legal obligation (e.g. equal opportunities requirements under national law), or if there is a "business need " to keep the applicant's data, such as keeping an applicant's CV if a future job offer is suitable. In the absence of these requirements, we will keep your personal data for a period of about six months after the end of the request-for-proposals procedure and in the absence of such procedure, for about six months from the receipt of your application.

6. SECURITY

The Company used a significant number of technical, physical and organizational security measures to ensure the integrity, confidentiality and availability of applicant data.

The Company has implemented security techniques to protect stored applicant data from unauthorized access, inappropriate use, tampering, illegal or accidental destruction, and accidental loss.

The Company provides sufficient security for the manual and electronic processing of applicant data and to prevent their misuse, in accordance with the requirements of applicable local regulations.

The Company continues to strengthen its security measures as new technologies become available.

Access to applicant data is granted to the Company's subcontractors/service providers involved in the Company's recruitment activities. Subcontractors/service providers are required to preserve the confidentiality of applicant data (including data posted by candidates on the Magotteaux website).

The Company also guarantees that third parties and subsidiaries processing applicant data on behalf of the Company will follow similar security measures, once again in accordance with the requirements of local regulations.

7. WHAT ARE MY RIGHTS REGARDING THE COMPANY'S PROCESSING OF MY PERSONAL DATA, AND WHO CAN I CONTACT ?

You can contact the Company's Human Resources Department at any time if you need any support when applying, or for the management of your personal data.

You also have the right to contact the Company at any time for the following requests:

- access, rectification or erasure of your personal data ;
- limitation of, or objection to the processing and transferring of your personal data;
- withdrawal of your consent for the processing or transfer of your personal data based on consent (however, this will not affect the legality of previous processing activities);
- reception of your data in order to share with another manager ("portability right") ;
- filing a complaint with the Company or the supervisory authority if you believe that the Company has not acted in accordance with data protection law.

Please send any questions, comments or issues regarding statement or the candidate data collection or processing activities to: « GDPR@magotteaux.com » or to the Company's Human Resources Department. To this end and to make things easier for you, you may complete the form provided in Annex 1.

8. AMENDMENTS

We may amend this Privacy Declaration at any time to comply with the legislation in place or to reflect the evolution of the market. If so, we will do it in accordance with the limitations imposed by the applicable privacy and data protection regulations.

9. DECLARATION

With this application, I confirm that I have read and understood this Privacy Declaration, and I agree with its content.

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Annex 1
Personal Data Request Form
(section 7)

MAGOTTEAUX

**APPLICATION FORM
PERTAINING TO
PERSONAL DATA
(GDPR - 2018-1)**

This form is used to submit an application in reference to the rights regarding the Data Subjects personal data under the European Union's General Data Protection Regulation (« GDPR ») of the European Union.

Applicant information :

Title	
Name and first name	
Address	
Email	
Phone number	

Please select the type of request you are submitting:

- ☐ Withdrawal of consent
- ☐ Request for access
- ☐ Correction of personal data
- ☐ Deletion of personal data
- ☐ Limitation of the processing of personal data
- ☐ Request regarding personal data portability
- ☐ Objection to the processing of personal data
- ☐ Personal data breach

Personal data involved

Details of the request

Reason/justification for submitting the request

Signature	
Name and First Name	
Date :	

Once completed, email this form to
« GDPR@magotteaux.com » or send by post to the following address :

Magotteaux International SA, Human Resources Department, rue A. Dumont in B - 4051 Vaux-sous-Chèvremont, Belgium.