

PRIVACY POLICY APPLICANTS ACCELLERAN

Last update 11 April 2023

1 Introduction and scope

In the context of your application for employment with our company, you will provide us with certain personal data which we will collect and process while handling your application.

We may also receive data about you from third parties such as the employment agency, a headhunter or selection agency, or indirectly via social media platforms such as LinkedIn.

Accelleran will process this personal data within the context of the selection procedure in accordance with all the legal provisions regarding the protection of personal data¹, as well as the national labor law provisions and any applicable collective labor agreements. Accelleran will act as the responsible party for processing.

2 Categories of personal data

The personal data that we will process may include, in particular:

- identification data (name, first name, address, etc.);
- contact data (cell phone number, e-mail address, etc.)
- personal characteristics (date and place of birth, age, gender, nationality, marital status, family composition, language, work permit, etc.);
- financial data (salary with current or former employer);
- data relating to professional career (diplomas, training received, planned training, competencies, professional experience, etc.);
- photographs; and
- any additional information that you provide to us (e.g., in your CV).

3 Purposes and legal basis

Accelleran will process your personal data to assess your suitability as part of the selection process. In the event of a positive assessment and decision to hire you, we will also use your personal data to prepare the contract with you.

We base this processing on the need to take action at the request of the data subject before the conclusion of a contract, or on our legitimate interests to use this data in such a way that we can make the best recruitment decisions.

¹ Including in particular:

- The **Belgian Privacy Act** of 30 July 2018 on the protection of natural persons with regard to the processing of personal data, and

- the Regulation 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 (better known as the **General Data Protection Regulation**).

4 Retention period

Accelleran will keep your personal data in the following manner:

- for up to five years after the end of the selection procedure for the purpose of defending our interests in the context of any claims arising from the rejection;
- for up to three years after the end of the selection process for inclusion in a recruitment reserve.

If you no longer wish your personal data to be included in our recruitment reserve, you may oppose this at any time by notifying the person responsible for HR by email at hr@accelleran.com.

5 Your privacy rights

You can always contact the person responsible for HR to exercise your rights below, to the extent they apply:

- right of access and inspection;
- right to rectification;
- right to erasure or restriction of data;
- right to transferability of data; or
- right to object.

These rights must always be exercised within the limits established by the General Data Protection Regulation.

We make every effort to handle your Personal Data in a careful and legitimate manner in accordance with the applicable regulations. If you nevertheless believe that your rights have been violated, you can lodge a complaint with the supervisory authority responsible for data protection.

In Belgium, this is the Data Protection Authority (www.gegevensbeschermingsautoriteit.be), Rue du Mail 35, 1000 Brussels (Tel: +32 274 48 00; Fax: +32 227 48 35, email: contact@apdgba.be).

6 Safeguards and security of personal data

Accelleran, taking into account the state of the art, implementation costs, as well as the nature, scope, context and processing purposes and risks, takes appropriate technical and organizational security measures regarding the processing of personal data.

7 Transfer of personal data

In certain cases, your Personal Data can be passed on to third parties.

This may be the case, for example, if Accelleran is completely or partially reorganized, its activities are transferred or if it were to be declared bankrupt. It is also possible that Personal Data must be passed on as a result of a court order or to comply with a certain legal obligation.

In such cases, we will make reasonable efforts to inform you in advance of such communication to third parties. However, in certain circumstances, this may not be (technically) feasible or legal and/or contractual restrictions may apply.

Under no circumstances will we sell or make your personal data commercially available to "direct" marketing agencies or similar service providers.

In principle, we process your personal data within the European Economic Area (EEA). If in exceptional situations we should transfer data to countries outside the EEA, we guarantee that such transfers will only take place in compliance with the applicable privacy regulations.

8 Amendments

We have the right to change this privacy policy. The most recent version can always be consulted via www.acceleran.com.