

# IDDI Privacy Statement for Candidates

*Last revised on 10 May 2019*

At IDDI, we value the confidence of those who have entrusted us with their personal data. IDDI has developed procedures and practices to periodically review and monitor the use of personal information in order to ensure that our data processing practices comply with the internationally recognized standards of personal data protection. Such international standards include, but are not limited to, the EU General Data Protection Regulation 2016/679 of 27 April 2016 ('GDPR').

## 1. Scope

What you will find in this Privacy statement.

- To whom is this Privacy statement addressed?
- Who is responsible for the protection of your data?
- Which are the purposes and legal grounds for processing your data?
- Which are the categories of personal data we may collect?
- With whom may we share your personal data?
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- Transfers of personal data to countries outside of the EEA
- Will we make use of automated decision-making?
- How long we retain your personal data and how we protect it
- What are your rights regarding the processing of your personal data?
- How to contact us
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## 2. To whom is this Privacy statement addressed?

This Privacy statement is about how IDDI is collecting, using, and disclosing personal information from candidates and job applicants in the course of its recruitment activities.

## 3. Who is responsible for the protection of your data?

International Drug Development Institute (IDDI, s.a.), 30 Avenue Provinciale, 1341 Ottignies-Louvain-La-Neuve, Belgium is responsible for your data as the "data controller".

## 4. Which are the purposes and legal grounds for processing your data?

IDDI processes personal data for the following legitimate purposes:

- For the evaluation of your job application we register your application, if this application triggers our selection procedure, we assess your job application in view of a potential recruitment, we may contact you for more information that is required for entering into an employment contract.
- Screening of educational and professional background prior to and during the course of employment.
- The maintenance of a folder of CV's of job candidates in order to be able to contact potential candidates if any future job opportunities match their profile.

IDDI processes personal data on basis of following legal grounds:

- When necessary to enter into or to perform a contractual agreement
- When you consented to the use or retention of your personal data (i.e. for sensitive personal data or the retention of your CV for future jobs)
- When we have a legal obligation to process your personal data (i.e. labor law)
- When IDDI has a legitimate interest in using your personal data and when these interests are not overridden by your interests and rights.

## 5. Which are the categories of personal data we may collect?

IDDI may collect personal data directly from you, from third parties or from public sources. In this Privacy Notice, "personal data" means any information relating to an identified or identifiable individual.

Categories of personal data we may collect directly from you:

- **Personal identification data and contact details** such as name, address, phone number, personal email, date and place of birth, civil status, language, nationality, gender, ...
- **Identification numbers** such as government identifier or tax numbers, national insurance number or country equivalent, ...
- **Job application details** such as CV, cover letter, certificates, other documents concerning current/last position, start date of current/last employment, current/last employer, level of education, university attended, final grade/university by which degree issued if applicable, work permit, desired salary, start date/notice period to be considered, tenure, education, training, competency profile, professional experience, personal data contained in cover letters, resumes and employment applications, language skills, information on working and/or residence permits, and your picture if you provide it to us knowingly and voluntarily.
- **Assessment information** such as interviews and results of assessments.

Categories of personal data we may collect from third parties:

- If you include a **professional social media** link or identifier in your application, we may retrieve information about your professional social media presence from such social media sites.
- With your permission, or if authorized by law, we may receive **background check** information, including criminal or disciplinary records.

## **6. With whom may we share your personal data?**

We may disclose your Personal Data in the following circumstances to:

- The IDDI HR and management teams, including in other entities of the IDDI group of companies, on a need-to-know basis.
- We may disclose your personal data to third parties who perform services on behalf of IDDI
- Any recipient, if we are required to do so by law or on basis of a court decision

## **7. Transfers of personal data to countries outside of the EEA**

Please note that some of the recipients of your personal data referenced above may be based in countries having different privacy protection standards than your country of residence. In such cases, we will ensure that there are adequate safeguards in place to protect your personal data that comply with our legal obligations. Such adequate safeguard might be a data transfer agreement with the recipient based on standard contractual clauses approved by the European Commission for transfers of personal data to third countries.

Further details of the transfers described above, and the adequate safeguards used by IDDI in respect of such transfers can be obtained by contacting us through the contact information set forth below.

## **8. Will we make use of automated decision-making?**

Automated decisions are defined as decisions about individuals that are based solely on the automated processing of data and that produce legal effects that significantly affect the individuals involved. As a rule, your personal data will not be used for automated decision-making.

## **9. How long we retain your personal data and how we protect it**

In the context of your application to a job we will retain your information no longer than necessary for the recruitment purposes mentioned above or as required by law.

If your application is unsuccessful, we will retain your application, with your consent, for a period of up to two years. For more information about our retention of your application, you may contact us through the contact information set forth below.

IDDI makes reasonable efforts to ensure a level of security appropriate to the risk associated with the processing of Personal Data. We maintain organizational, technical and administrative measures designed to protect Personal Data within our organization against unauthorized access, destruction, loss, alteration or misuse.

## 10. What are your rights regarding the processing of your personal data?

You can contact us regarding the processing of your personal data, or for exercising your rights to:

- Obtain confirmation that we are processing your personal data and request a copy of the personal data we hold about you;
- Ask that we update the personal data we hold about you, or correct such personal data that you think is incorrect or incomplete;
- Ask that we delete personal data that we hold about you, or restrict the way in which we use such personal data if you believe that there is no (longer a) lawful ground for us to process it;
- Withdraw consent to our processing of your personal data (to the extent such processing is based on consent);
- Receive a copy of the personal data concerning you, which you have provided to us, in a structured, commonly used and machine-readable format and to transmit such personal data to another party (to the extent the processing is based on consent or a contract);
- Object to our processing of your personal data for which we use legitimate interest as a legal basis, in which case we will cease the processing unless we have compelling legitimate grounds for the processing.

However, there are exceptions and limitations to each of these rights. In some situations, we may refuse to act or may impose limitations on your rights if, for instance, your request is likely to adversely affect the rights and freedoms of others, prejudice the execution or enforcement of the law, interfere with pending or future litigation, or infringe applicable law.

In order to exercise any of your rights, you can contact the Human Resource department at [careersbelgium@iddi.com](mailto:careersbelgium@iddi.com) or [careersusa@iddi.com](mailto:careersusa@iddi.com), or send us a request, indicating the right you wish to exercise by e-mailing us at [dataprivacy@iddi.com](mailto:dataprivacy@iddi.com).

You may also use these contact details if you wish to make a complaint to us relating to the protection of your personal data.

If you are unhappy with the way we have handled your personal data or any Privacy query or request that you have raised with us, you have a right to complain to the Data Protection Authority (“DPA”) in your jurisdiction. If you would like to be directed to the appropriate DPA, please contact us.

## 11. How to contact us

You can contact our HR department at [careersbelgium@iddi.com](mailto:careersbelgium@iddi.com) or [careersusa@iddi.com](mailto:careersusa@iddi.com). You can also get in relation with our Data Protection Officer on [dataprivacy@iddi.com](mailto:dataprivacy@iddi.com)

Or you may write us on the following postal address:

IDDI s.a. Attn. HR Department  
30 Avenue Provinciale

1341 Ottignies-Louvain-La-Neuve  
Belgium

## **12. Changes to this Privacy statement**

IDDI reserves the right to modify or amend this Privacy statement. For instance, we may need to change this Privacy statement as new Privacy legislation is introduced or as existing regulations are amended. To let you know when we make changes to this Privacy statement, we will amend the revision date at the top of this statement. The new modified or amended Privacy statement will apply from that revision date. Please check back periodically for updates to this Privacy statement.