

## Privacy notice for applicants

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Please read this Privacy Notice carefully. This notice explains why and how we collect your personal data, how we protect it and for how long we keep it. We keep your data as secure as reasonably possible and protect it from loss and unauthorised disclosure or access. We treat your personal data subject to strict compliance with applicable data protection legislation, in particular the General Data Protection Regulation 2016/679 of 27 April 2016 ("AVG" or "GDPR").

This Privacy Notice has been prepared as a Q&A ('Questions & Answers') list.

### 1. Who will process my personal data?

The controller of your personal data is the following legal entity (hereinafter referred to as '**Biotalys**):

**Biotalys nv**

Buchtenstraat 11

9051 Ghent (Belgium)

Company registration number: 0508.931.185

Email address: [privacy@biotalys.com](mailto:privacy@biotalys.com)

### 2. For what purpose and on what legal ground are my personal data processed?

The purpose for which your personal data are processed is to register your application for employment in our company. If you apply for employment at Biotalys, a profile of you will be created (via our career website and CV Warehouse), which means that Biotalys will process all the necessary data required to assess your application with a view to possible recruitment. This assessment may also include an evaluation by an external party ('assessment').

Consequently, the processing of your personal data is necessary to take measures prior to the conclusion of an employment contract and is in the legitimate interest of Biotalys, in particular the interest of assessing you before making you an offer of employment, which also seems to us to be in your interest or at least the latter does not outweigh our legitimate interest.

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

In the event of a decision not to recruit you, we will retain your personal data for a well-defined period (see point 7 below) in Biotalys' legitimate interest, in particular to be able to contact you in the future when possible future opportunities match your profile and for the purpose of managing possible disputes.

### 3. What categories of personal data will be processed?

Personal data includes any information relating to you or on the basis of which you can be identified. Anonymous data, without the possibility of identifying you, are therefore not considered personal data.

For the purposes set out above, the processing of personal data includes:

- standard information related to your identity (name, first name(s), address, ...);
- personal data (place and date of birth, nationality, gender, telephone number, e-mail address, ...);

- your photo if you voluntarily provide it to us (e.g. included in your CV);
- data related to your professional experience (profile, data on former employers, termination of last employment and work done, special projects, etc.) including a reference search if you have provided references in your CV;
- data related to your education (diplomas, certificates, internships, special training, etc.);
- language skills;
- if applicable, whether or not you have a European Economic Area (EEA) work and/or residence permit;
- any other personal data you communicate to us in your application, in your CV or cover letter, in connection with the execution of the job;
- digital assessment via the internet (presence on social media), to the extent that this presence is public to us;
- any personal data (other than those listed above) that must be processed under the law.

You are not obliged to communicate these details to us. However, failure to do so may adversely affect your chances of recruitment.

#### **4. Who will have access to my personal data?**

HR and your intended supervisor(s) will have access to your personal data on a strict need-to-know basis for the purposes stated above.

We do not forward your data to other parties, with the possible exception of 'assessment centres' or any other third party if relevant to the recruitment process.

The confidentiality of your personal data will be ensured.

#### **5. Will my personal data be transferred outside the EEA?**

We do not transfer your personal data to recipients located in countries outside the European Economic Area (EEA) whose laws do not provide the same level of data protection.

If exceptionally personal data is nevertheless transferred outside the EEA, for example to Biotalys, Inc. in the US, appropriate safeguards are put in place to ensure an adequate level of protection.

#### **6. Will Biotalys use automated decision-making?**

Automated decision-making is defined as decisions about individuals based solely on automated data processing that produce legal effects or significantly affect the individuals concerned.

Biotalys prioritises as a principle not to use automated decision-making as described above. Biotalys does not base its decision to recruit you solely on automated data processing of your personal data.

#### **7. How long will my personal data be kept?**

We will retain your personal data for the period necessary in light of the purposes set out above.

In the CV Warehouse database, the applicant is manager of his/her file and decides whether the data in this database remain available/consultable.

If an application does not result in an employment relationship, we will retain your personal data for five years after the end of the recruitment process for the purposes discussed in section 2 above.

## **8. What rights can I invoke in connection with the processing of my personal data by Biotalys?**

You may contact Biotalys at any time for assistance with the application or in managing your personal data. You also have the right to contact Biotalys at any time to request:

- Inspection of your personal data. This includes the right to obtain a copy;
- Rectification of your personal data, including the completion of incomplete data should it not be accurately maintained;
- To have your personal data deleted as soon as there is no legitimate ground (anymore) to process it;
- To obtain your personal data in a structured, common and machine-readable form and/or transfer it to another controller to the extent that we process it in an automated manner for the purpose of pre-contractual steps and to the extent that this does not infringe the rights and freedoms of others, including Biotalys itself;
- Restriction in relation to data processing if you would dispute the processing or the accuracy of the data processed or if you wish to retain certain personal data for the purposes of a possible legal action when Biotalys no longer needs them in the light of the purposes mentioned under point 2.

You have the right to object at any time to processing to which Biotalys would have relied on legitimate interest in point 2. Biotalys will then cease processing unless there would be compelling legitimate grounds for further processing. For example, you will be able to object to the processing of your data following a not retained application. In this case, Biotalys will delete your data immediately and stop further processing.

You also have the right - if you believe that Biotalys has not acted in accordance with data protection legislation - to lodge a complaint with the supervisory authority of the country where you reside, where you work or where the alleged breach was committed.

## **9. How to contact us?**

If you would like more information on the processing of your data, your rights or clarification of this notice, you can always contact us at [privacy@biotalys.com](mailto:privacy@biotalys.com).

## **10. Changes**

We reserve the right to amend this Privacy Notice from time to time, within the limitations of applicable privacy and data protection regulations.