



PRIVACY POLICY FOR JOB APPLICANTS

The sole purpose of this privacy statement is to inform job applicants of the manner in which FFDI collects and processes the personal data of job applicants. The statement applies to all recruitment and selection procedures.

Submission of an (electronic) application implies your explicit approval (by means of the communication of your personal data) of the privacy statement and therefore of the manner in which FFDI collects, uses and processes your personal data.

This privacy statement can be adjusted to recent developments at any time. We therefore advise you to regularly check our website to remain informed of possible changes.

The purpose of collecting and processing personal data

The data and documents provided by the job applicant are processed by FFDI bv for the purpose of determining whether the applicant qualifies for a position within FFDI bv. With a view to an adequate selection of applicants for the right vacancies, the recruitment and selection procedure of FFDI bv may consist in comparing the applicant's data with the vacancy or vacancies and the corresponding qualifications, contacting the applicant in order to get better acquainted and, if applicable, contacting the references/educational institutions mentioned in the job application (with the consent of the applicant).

In addition, the data can be processed with a view to providing the applicant with information about other vacancies for which the applicant may qualify. The applicant's data can also be transmitted within FFDI bv if the applicant possibly qualifies for a position other than the position he or she applied for.

If a job applicant is recruited, the personal data provided may be further processed for the purpose of the execution of the employment contract, including the preparation of the contract, for administrative purposes and for the purpose of introducing the applicant to FFDI bv.

Which personal data are processed?

FFDI bv processes personal data that may be relevant for the recruitment and selection procedure. These data include in any case the data provided by the applicant, such as contact details ((mobile) phone number, name, first name, e-mail address,...), gender, date of birth, family situation, hobbies, language, driving licence,... and possibly a photograph. Other relevant data may be the degree, courses taken, work placements and employment history of the applicant.

If required for the position, applicants may be requested to take a suitability test. In that case the persons responsible for the suitability test will receive the personal data that are necessary for the test.

Retention of data

FFDI bv retains the personal data (name/e-mail address/degree/work experience/CV) of the applicants that are not recruited during a period of 2 years maximally after completion of the recruitment and selection procedure.

The rights of the applicant

Applicants have the right to access their personal data that are processed. Requests for that purpose are to be addressed to the e-mail address info@ffdi.be. Applicants may request that their data be corrected, completed, erased or protected, for instance if the data are incorrect. Obviously, this is free of charge.

Contact and questions

Applicants who suspect misuse or have a complaint relating to the processing of personal data can contact the data protection officer of FFDI bv at any time via ceo@ffdi.be.

Applicants have the right to file a complaint with the Data Protection Authority, i.e. the supervisory authority in the field of privacy protection in Belgium: <https://www.gegevensbeschermingsautoriteit.be>.