

Privacy notice for applicants

Introduction

This Privacy Notice is intended to describe the recruitment practices of Iris with respect to the privacy of applicants.

In the search for the right candidates for our vacancies, Iris uses a cloud-based candidate portal i.e. CV Warehouse. When you wish to apply for a vacancy at Iris, you will be directed to CV Warehouse in order to fill out a candidate profile and upload your resume.

If you are merely a visitor to our careers site, Iris does not collect any personal information about you, except to a limited extent through the use of cookies as described in our cookie statement. However, if you are applying for an advertised position at Iris, we collect information about you when you create a Candidate Profile in CV Warehouse.

The provision of your personal information is optional at any time. However, please be aware that your refusal to provide us with your personal information or to process it in CV Warehouse may result in Iris not being able to carry out any activity related to your recruitment.

This notice will provide comprehensive information about how we will use your personal information and to inform you about your rights in this regard. If you have any questions regarding the processing of your personal information please contact us via: gdpr@Iris.be

1. What personal data do we process?

To be able to apply for our career opportunities, you need to create an account into CV Warehouse. This “Candidate Profile” requires a valid e-mail address, along with other information, some of which is mandatory.

Mandatory information is marked accordingly. Your e-mail address allows us to communicate with you if your qualifications and/or preferences match our job opportunities. Your Candidate Profile also makes it possible for you to access CV Warehouse to monitor the progress of your application or to amend your personal details should you wish to do so.

During the different stages of the recruitment and selection process, Iris may process – to the extent necessary and permitted by law - the following personal data:

- Personal identification information such as your name, home address;
- E-mail address and phone number;
- Work-related information such as current job title and responsibilities, previous positions and professional experience, reason for leaving;

- Position(s) previously applied for (at Iris) and job preferences, how you heard about the position;
- Compensation and benefits information such as (gross) salary and salary package expectations;
- Educational and training information such as educational awards, certificates and licenses, in house training attendance;
- Performance related data such as objectives, ratings, comments, feedback results, career and succession planning, skills and competences and other work-related qualifications;
- Information needed for compliance and risk management such as disciplinary records, background check reports and security data;
- Data relating to mobility (driving license, transport options);
- Your willingness to travel if the applied position so requires;
- Immigration, right to work and residence status;
- Government-issued identification numbers such as national ID, social security number;
- Family and emergency contact details;
- Payment related information, including identification and bank account numbers;
- Data resulting from professional competence and skills assessments;
- Data obtained from a personality test.

In addition, we may need to collect special categories of personal information from you at a later stage in the recruitment process if employment laws or regulations require us to do so, such as:

- Criminal convictions and prosecutions;
- Biometric data such as photographs with the purpose to uniquely identifying a person.

2. Purposes of processing

Iris will only collect and process your personal data to the extent necessary for the purposes of recruitment and selection.

Your personal information is processed in order to allow Iris's recruitment team to consider and manage your application for the advertised position and to contact you.

Iris does not collect or compile personal information obtained for dissemination or sale to outside parties for consumer marketing purposes or host mailings on behalf of third parties.

3. Legal bases for processing

Iris processes above stated personal data on the following legal bases:

- 1) You have expressly given your consent e.g. by providing us with your resume either directly or via a recruitment agency, certificates, etc. or during an interview
- 2) The processing is necessary for the performance of the contract e.g. drawing up employment contract
- 3) The processing of your data is necessary to protect the legitimate interests of Iris with a view to a proper assessment of your application - provided that the interests or fundamental rights and freedoms of the applicant do not outweigh the legitimate interests of Iris - e.g. forwarding your

contact details to assessment centers for conducting additional tests, forwarding your data to other Iris entities that may be interested in your profile.

4. Referees

If you provide any information in relation to third parties or referees, you are responsible for obtaining their consent and ensuring they are aware that their details will be forwarded to and used by Iris.

5. Retention

Iris will retain your personal information as long as necessary to achieve the purposes for which it was collected.

If you are given and accept an offer of employment by Iris, personal data collected during your pre-employment period will become part of your Iris personnel records, to be retained throughout and for a period after your employment. You will be further informed of the processing of your personal data by Iris within the framework of personnel management and payroll administration at the time of employment.

If Iris does not employ you, Iris may nevertheless continue to retain and use personal data collected during the recruitment process (in general: 6 months) in order to consider you for new positions, and, if appropriate, to refer back to an earlier application if you submit a resume or other information to Iris again in the future, as well as for system administration and to perform research and analysis.

Iris determines the retention period of your information based on the following retention criteria:

- Iris retains your personal data as long as it has an ongoing relationship with you;
- Iris retains your personal data where it is required to do so by a legal obligation to which it is subject;
- Iris retains your personal data where this is advisable to safeguard our legal position (for instance in relation to statutes of limitations, litigation, or regulatory investigations).