

PRIVACY STATEMENT

G-CONSULT & SERVICE - RECRUITMENT & SELECTION

This version of the Recruitment and Selection Privacy Statement is effective as of May 25, 2018, in pursuance of the General Data Protection Regulation.

See also: <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1525812919115&uri=CELEX:32016R0679>

This Privacy Statement applies to all parts of the G-Consult & Service (GCS) website at <https://www.g-consult.com>. References to a 'candidate' and an 'applicant' in this document include both the candidate who was contacted (*hunted*) as well as the candidate applying for a position.

1. THE PURPOSE OF THIS PRIVACY STATEMENT

GCS is committed to protecting the privacy of its candidates and job applicants and therefore issues this Privacy Statement, to inform candidates and job applicants about how GCS processes their personal data. Its provisions apply equally to the recruitment and selection of persons applying.

When candidates and job applicants visit the GCS website at <https://www.g-consult.com>, GCS collects information on them ('personal data'). The manner in which GCS uses their personal data is lawful and fair.

This Privacy Statement is liable to be updated regularly to ensure that GCS, at all times, complies in law or adapts to changed business practices. Visit this page regularly so that you are always aware of updates to this Privacy Statement.

2. PURPOSES: WHY WE USE YOUR DATA?

Any personal data provided by candidates and applicants to GCS, and registered as part of their application procedure, now or in the future, is processed in the context of selection and recruitment, including but not limited to filling existing and future vacancies. Personal data may also be used to inform candidates and applicants about future vacancies of interest to them.

The data is processed in the context of a job application at the bidding of applicants with a view to the possibility of securing employment.

3. WHICH DATA DO WE COLLECT?

3.1 THE TYPES OF DATA

GCS collates and processes information provided by candidates and job applicants via the GCS website at <https://www.g-consult.com>, or obtained in the course of face-to-face meetings, telephone calls, video calls and email correspondence with them.

GCS does not in principle collect and process sensitive information about candidates and applicants, being information on matters such as race, political outlook, religious or ideological beliefs, trade union membership, health, sex life, offences of which they are or have been suspected, prosecuted or convicted under criminal or public and administrative law.

However, in the event that sensitive information should be acquired on a candidate and an applicant in a given situation, GCS will without exception ask the candidate and applicant for their consent before keeping and processing it.

The information that GCS collates and processes on candidates and job applicants is adequate, relevant and limited to the purposes for which it is collated and processed.

3.2 DATA CORRECTNESS AND CONTROLE

The candidate and job applicant must satisfy themselves that information provided by themselves to GCS is of recent date, accurate and complete, in order that the application procedure can be carried out properly. Candidates and applicants must expressly declare that the information provided is accurate and reliable.

GCS can check the accuracy of the data and contact previous employers or contact specified persons, if they are provided by the candidate and applicant itself. GCS may complete application details with this newly acquired insights. For instance, GCS can visit and use the website expressly specified by the applicant in the selection procedure or contact the school, college or university where the candidate and applicant studied.

3.3 APPLYING THROUGH LINKEDIN

Where a candidate and an applicant apply via their LinkedIn profile, the data from their LinkedIn profile is being processed by GCS and can be displayed on the application screen. The candidate and applicant always have the possibility to change the data displayed.

4. WITH WHOM DO WE SHARE YOUR PERSONAL DATA WITH?

GCS has access to your personal data.

In addition, if necessary, your data will be processed for and shared with “potential employers”, having an interest in the position, or for whom your present and future applications may be relevant.

GCS can forward your data to the “potential employers” it works with, in the framework of your application. These “candidate employers” are then themselves responsible for the processing of the data.

To rationalise the administration of job applications, candidate’s and applicants’ personal data relating to the present or future recruitment procedure are shared with GCS and with “potential employers”, who may use all data for their own selection and recruitment procedures.

Candidate’s and applicants’ personal data will be passed on solely for assessing work placements and/or for recruitment and selection purposes.

GCS and “potential employers” can contact the candidate and applicant with a view to initiating a selection procedure.

5. DATA SECURITY

GCS has instituted appropriate technical and organisational processes to protect candidates' and applicants' data from being seen by any person inside or outside GCS, who have no business in viewing it and to protect it from any unauthorised access or use.

5.1 ORGANISATIONAL MEASURES

GCS takes internal measures to safeguard personal data and to prevent such data from becoming accessible to and processed by unauthorised parties, or from being accidentally changed or deleted.

Access to candidate's and applicants' personal data is limited to persons who need access to be able to carry out their work duties. They may only use the data to the extent necessary to do their job.

5.2 TECHNICAL MEASURES

GCS also takes the necessary technical measures to safeguard the confidentiality of the candidates' and applicants' data and to protect it. For example, when you enter your personal details on the site by completing a contact form or uploading a CV or any other document, an 's' appears after 'http' in the website address (https://...). This means that the data transfer is secured by a secure socket layer (SSL) and cannot, in principle, be intercepted by third parties.

When sharing data GCS makes sure that the data is only passed on if the recipient warrants that it has taken similar organisational and technical measures.

5.3 STORING INFORMATION

With a view to a future selection and recruitment program that is efficient and consistent, GCS stores candidates' and applicants' data for five years after they submitted their latest application form.

This data is also used in subsequent applications and/or to save applicants from having to re-enter the same details each time. This means that, once you've registered, your data will be automatically uploaded the next time you log in.

If the selection procedure leads to an employment contract, the data from your application and selection procedure will be included in your personnel file.

6. APPLICANT'S RIGHTS

Candidates and applicants are entitled to access the personal data that is processed on them. In addition, applicants can ask to have incorrect data corrected and, provided their reasons are submitted in writing, ask to have data wrongfully processed removed.

Candidates and applicants are entitled to request transfer to themselves or direct to a third party of personal data they have provided to GCS themselves.

Any time you wish to exercise a right, this must occur using a signed, registered letter including a copy of both sides of your ID card or passport to G-Consult & Service, Breestraeten 265, 1785 Merchtem.

Do you have a question or comment? Send it to info@g-consult.com, which is your primary contact in matters of data protection.

If you would like more information or if you do not agree with the viewpoint adopted by GCS, be sure to visit the website of the Belgian Data Protection Authority at <https://www.privacycommission.be/en>. You can also lodge complaints there.

7. QUESTIONS AND COMMENTS

Please send any questions and/or comments regarding this privacy statement or the methods used by GCS, to collect job applicants' data, to info@g-consult.com.