

## **Privacy statement on the protection of the personal data of candidates**

The current Privacy Statement (hereinafter “**Statement**”) applies to candidates in the context of the recruitment procedure managed by the British School of Brussels (hereinafter ‘**BSB**’), a not-for-profit organisation under Belgian law, having its registered office in Belgium at Pater Dupierreuxlaan 1, 3080 Tervuren, and registered in the Belgian Crossroads Bank for Enterprises under enterprise number 0408.705.045.

Through this Privacy Statement, BSB guarantees that you can:

- continue to be informed about our processing of your personal data and your rights;
- retain control of the personal data that BSB processes;
- exercise your rights regarding your personal data.

This Privacy Statement was drawn up pursuant to and in accordance with the General Data Protection Regulation (Regulation 2016/679 of the European Parliament and the Council of 27 April 2016 on the protection of natural persons relating to the processing of personal data and on the free movement of those data).

### **1. Purposes of the processing and legal basis**

Your data will be processed in the context of the selection and recruitment procedures. If your application is unsuccessful, an explicit request for consent will be made for any future contact.

Processing your personal data is therefore justified and necessary for reasons of a legitimate interest, in particular, the recruitment procedure.

### **2. Controller**

#### **Controller**

Regarding the processing of your personal data, BSB acts as the controller. The controller determines the purpose and the means of processing personal data.

#### **Data privacy team**

BSB has appointed a data privacy team. The team’s task is to inform all concerned parties about the personal data that are processed. The team monitors and advises on compliance with the General Data Protection Regulation (GDPR).

You may contact the data privacy team on any matters relating to the processing of your personal data and the exercise of your rights, and, when applicable, your child’s data and the exercise of your child’s rights.

### **3. What does BSB collect about you?**

The following data will be processed:

- Identification data (name, address, etc.) ;
- Personal characteristics (age, nationality, etc.) ;
- Studies and training ;
- Data on the profession and employment ;

- Data on hobbies and interests ;
- Criminal record ;
- Photographic or video footage.

#### **4. Who does BSB share your data with?**

Your personal data will be processed for the sole purpose of selection and recruitment. Only BSB employees who must have access to them in order to carry out their professional duties will be able to access your data. These employees act under the supervision and responsibility of BSB.

#### **5. Where does BSB store and process your personal data?**

Personal data will not be transferred outside the EU. If BSB plans to store and/or process them outside the EU, BSB must explicitly provide notification of this and ensure that the same level of protection is guaranteed.

If BSB uses subcontractors, the data will be forwarded to the countries where the data centres of these subcontractors are located.

Upon entering engagements with these subcontractors, BSB employs agreements based on a model approved by the European Commission and by which these subcontractors guarantee the same level of protection as that guaranteed by BSB for data stored within the EU.

#### **6. How long do we retain your personal data?**

Your data will be processed during the period required for the carrying out of the selection and recruitment procedure concerned.

#### **7. What are your rights?**

Below you will find an overview of your rights as a data subject.

##### ***The right to access your personal data***

You have the right to access and inspect the personal data processed by BSB at all times. If you so request, BSB will provide a copy of these personal data.

##### ***The right to rectify your personal data***

You have the right to have incorrect, incomplete, inappropriate or outdated personal data erased or rectified at any time.

### ***The right to erasure of your personal data***

You are entitled to have your personal data erased if:

- processing is no longer necessary for the purposes for which it was collected;
- the data were unlawfully processed;
- you object to the processing for justified reasons.

### ***The right to limit certain processing operations***

You have the right to limit the processing of data if:

- you dispute the accuracy of the data, for a period that allows you to verify whether the data are accurate;
- if the processing is unlawful and you object to the erasure of your personal data, requesting that their use be limited instead;
- BSB no longer requires your personal data for the processing purposes, but you still need them for the establishment, exercise or defence of a legal claim;
- you have objected to a processing operation, pending the answer to the question as to whether this objection is justified.

### ***The right to transfer personal data***

You have the right to obtain the personal data processed by BSB in a structured, commonly used and digital form so that you can retain these for personal (re)use, or forward these personal data directly to another controller. This right applies insofar as this is technically possible for the controller.

### ***The right to object to certain processing operations***

You are entitled at all times to object to processing for reasons relating to your specific situation. The controller will immediately cease processing the personal data unless compelling legitimate grounds are provided for processing that outweigh your interests, rights and freedoms or that relate to the establishment, exercise or defence of a legal claim.

### ***Right to lodge a complaint with the supervisory authority***

If you are of the opinion that the processing of your personal data does not comply with the legislation, you can lodge a complaint with the Belgian Data Protection Authority.

## **8. How can you exercise your rights ?**

To exercise the privacy rights mentioned above, your written request must be dated and signed and a copy of your identity card must be included. This request is sent either:

- by email to [data-privacy@britishschool.be](mailto:data-privacy@britishschool.be) or ;
- by post at the following address : Pater Dupierreuxlaan 1, 3080 Tervuren, to the attention of the data privacy team.

This request is free of charge, except where BSB considers the request to be manifestly unfounded or excessive (as in the case of a repeated request).

For any additional copy requested, the controller may also request payment of a reasonable fee based on administrative costs.

The request to obtain a copy of the data will be processed within one month. This period of time may be extended by two months, taking into account such factors as the complexity and number of requests. In the event of an extension of the term, you are informed of this and of the reasons for the extension.

BSB notifies the third parties to whom the data were communicated of any rectification, erasure or limitation that has been carried out unless this is not possible or requires a disproportionate effort.

## **9. How can you ask a question or lodge a complaint?**

If you have any questions or wish to lodge a complaint concerning the processing of your data, you may contact us via the following channels:

- by email to [data-privacy@britishschool.be](mailto:data-privacy@britishschool.be) or ;
- by post at the following address : Pater Dupierreuxlaan 1, 3080 Tervuren, to the attention of the data privacy team.

If you are not satisfied with our response, if you have comments regarding the exercising of your rights or if you believe that the processing does not comply with legislation, a complaint may be lodged with the Belgian Data Protection Authority. All the information on this subject is available at [www.dataprotectionauthority.be/](http://www.dataprotectionauthority.be/)

## **10. Modification of this statement**

BSB reserves the right to modify this statement and update it at any time.

In the case of significant changes, you will be informed accordingly.

BSB encourages you to consult this Privacy Statement periodically in order to learn how BSB processes and protects your personal data.