

New Talent Capital GDPR Privacy Policy

Privacy Statement for Candidates

New Talent Capital is strongly committed to protecting your privacy and complying with your choices both personal and non-personal information collected and safeguarded according to the highest privacy and data protection standards adopted worldwide. We have always had a robust and effective data protection program in place which complies with existing law and abides by the data protection principles. However, we recognise our obligations in expanding this program to meet the demands of the GDPR.

When do we compile your personal detail?

As part of any recruitment process, New Talent Capital collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

We compile your data as soon as you enter your data or leave it on our website. We can also compile your data if you have made this public on public/social media (e.g. LinkedIn) which could indicate that you are interested in work-related services. In this case, we will ask you first whether you are interested in registering with us in accordance with our conditions and taking into account of this privacy statement.

More specifically, we use your personal data to:

- Include you in our applicant database we look through to select suitable candidates for the jobs we recruit for.
- Be able to determine your profile and be able to assess your suitability as candidate for the jobs we are recruiting for. We may use the results of our assessment test, results of the screening and interview, reference check that we only carry out with your explicit permission. We may ask you to provide more information about yourself on a voluntary basis to increase your chances.
- Be able to proactively introduce your profile, including your CV, to customer of New Talent Capital.
- Contacting you about vacancies and job offers by phone, e-mail, text message or other media. You can manage your contact details via your consultant at New Talent Capital or by sending an e-mail at contact@newtalentcapital.be.
- Enter into a job placement relation with you and maintain this by carrying out the relevant administration for this.
- Approach you for newsletters, promotion campaigns of New Talent Capital that may be of interest to you, if you have given us the permission for this.
- Measure and monitor the quality of our services. To do so, we may ask you to take part in surveys and use the obtained information and process it to improve the quality of our services.
- For company safety. For example we may check your identity when accessing one of our offices.

We use and process your personal details, depending on the type of processing:

- **Your consent:** during online registration you give us your consent via the specific form to process your personal details in the framework of job service and selection activities.

Why do we need your personal details?

We compile your personal details for the objectives mentioned below and will not use this data for other purposes without informing you in advance and, if necessary, asking you permission.

We use your data for the execution of the all recruitment services for which you registered with us.

What information do we collect?

New Talent Capital collects a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number,
- Detail of your qualifications, skills, experience and employment history, such as your CV,
- Information about your entitlement to work in the EU if required by our clients
- Nationality, work permit if necessary and resident permit if applicable,
- Data, results of assessment,
- Information that could be of importance for your suitability as a candidate such as references or certificates (only with your consent).

New Talent Capital may collect this information in different ways. For example, data might be contained in application forms, CVs, or through interviews or our website form.

Data will be stored in our Tracking System and backed up in our other IT systems (including email).

Why does New Talent Capital process personal data?

Given the nature of our Recruiting activities, we need to process data in order to work with you on possible job opportunities.

New Talent Capital has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment.

If your application is unsuccessful or if we do not have at the time of your sign-in a mandate suiting your profile, New Talent Capital may keep your personal data on file for an undefined period, in case there are future employment opportunities for which you may be suited.

You are free to withdraw your consent at any time by contacting us at contact@newtalentcapital.be.

Who has access to data?

Your information may be shared with potential future employers for the purpose of the recruitment exercise only with your consent. This includes members of a potential employer: example HR and recruitment team and interviewers involved in the recruitment process. Necessary for the execution of your job service or employment.

- Our clients or customers for:
 - Selection of suitable candidates for filling a vacancy as short term or permanent employment,
 - Proactive presentation of your profile and CV,
 - To all other third parties we are obliged to by law, court order or decree.

New Talent Capital will not sell, lease or make your personal details available for commercial purposes to third parties, unless you have given prior consent.

How do we protect your data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long do we keep data?

New Talent Capital will hold your data on file for future employment opportunities until you decide to withdraw your consent. You will be asked after submitting your CV whether you give us consent to hold your details in order to be considered for open position. In any case we guarantee that we do not keep your details longer than is required by law or in the internal regulations applicable within our business.

We apply the following filing periods:

- All personal details we require to support you in your search for work remain actively available in our database as long as your job services dossier is updated.
- After 12 months of inactivity, you will receive an email asking you whether you still want to actively find a job via New Talent Capital.

Your right to access your data

As data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request,
- Require the organisation to change incorrect or incomplete data,
- Require the organisation to delete (right to be forgotten) or stop processing your data,

If you would like to exercise any of these rights, please contact Charles des Jamonières at cdesjams@newtalentcapital.be.

Privacy Statement for Business Relations

In this privacy statement we explain why we require your personal data, which data we compile, how and for how long we keep it and who we can pass it on to.

When do we compile your personal data?

As soon as you have sent us it. This can be from our online form, e-mail, text, phone call or in person meeting with one of our consultants.

We can also compile it if your data is made accessible publically for example on social media (e.g. LinkedIn) which indicates that you are the right person to have a business relation with regards to our service.

Why do we need your personal data?

We use your personal details for the purpose of New Talent Capital services and will not use this data for other purposes without informing you in advance or asking your permission.

Specifically, we use this information to:

- Enter into a professional relationship with your organisation and maintain a service agreement enabling the realisation of our services,
- Proactively propose CVs and Candidate reports to you of suitable candidates with the possibility to organise resulting job interviews,
- Contacting you for assessing the profiles and the suitability of candidates who has given us permission to follow the procedure,
- Monitor and measure the quality of our services
- Allow you to exert your rights and to indicate the type of processing.

Which of your personal details de we use?

We process your personal details necessary to enable the correct realisation of our services, we compile: your name, surname, professional address and your professional contact details such as telephone, mobile number and e-mail address.

Other data is fully optional and only focused on maintaining a great personal relationship (e.g. birthday, hobbies etc).

Who do we share your personal information with?

As mentioned above, we use the data for the realisation of objectives and execution of our services. In this process, New Talent Capital can transfer some of your personal details to:

- Applicants and candidates for the arrangement of job interview appointments.

New Talent Capital will not sell, lease or make your personal details available for commercial purposes to third parties, unless you gives your consent.

How long do we keep your data?

Your personal data are kept for the time required to accomplish the objectives and for unlimited time unless you decide to change or erase your information. In the case you decide to stay for unlimited time in our database, every 12 month you will receive an e-mail to ask your consent on keep it.

What are your rights?

New Talent Capital processes your personal details in accordance with the stipulation of this privacy statement. Being an involved party, you have rights that you can exert at any time such as:

- Right to object
 - To exert this right you can submit a request by e-mail at aplatevoet@newtalentcapital.be and indicate which processing you oppose and for which specific reasons. This is necessary in order to make a correct balance of interest.
- Right of access
 - You can ask for a decisive answer about whether or not to process your personal details. You can request the following information, category of your personal details that we file and what are the information we have
- Right to rectification
 - You can ask for the rectification of wrong or incorrect personal details. To exert your right, please send an e-mail to aplatevoet@newtalentcapital.be and indicate which data you want to rectify or complete.
- Right to erasure (right to be forgotten)
 - In the case provided in the GDPR, we will remove your personal details at your request.

If you have any question, complaints and remarks about this privacy statement, please contact cdesjams@newtalentcapital.be.