

Privacy statement applicants (2024 02 16)

This privacy statement contains detailed information on the processing of your personal data by Luminus as part of our application and recruitment process.

Who are we?

Data controller: Luminus NV/SA

Address: Koning Albert II-laan 7, 1210 Sint-Joost-ten-Node

Company number: 0471.811.661

Contact details DPO: dpo@luminus.be or by post to the aforementioned address c/o DPO

Which data do we process?

We process both data which we receive directly from you as part of the application or recruitment process and data which we collect elsewhere, only in so far as this is obviously relevant for possible recruitment.

Such data include: identification and contact data, personal characteristics (such as gender and date of birth), education and work experience (including grades, certificates, degrees, references), job preferences, strengths, fields of interest, hobbies, videos, sound fragments, financial data (e.g. present and desired salary), any information from your resume, any visible information from your LinkedIn profile and – if relevant – other social media or public websites, and any other data which you communicate to us orally or in writing as part of your application.

You should ensure that the information you provide to us is accurate and that such provision does not breach privacy and data protection obligations, confidentiality, intellectual property or trade secrets. This includes informing your references of the existence of and the way we process their data and that they have agreed to it.

For which purposes do we process your data?

1. Selection and recruitment process:

As part of the selection and recruitment process the aforementioned data shall be used:

- (1) to assess your skills, qualifications and interests within the framework of our career opportunities;
- (2) to control your data, check your references and perform background checks (where applicable and permitted); and
- (3) to communicate with you during and after the application and recruitment process.

This processing is necessary for the possible conclusion of an agreement with us. As a result, should you not provide us with the necessary data, no agreement can be concluded.

2. Process improvement and reporting:

Your data may also be used for the purpose of analysing and improving our application and recruitment process and reporting on it. If possible, your data shall be rendered pseudonymous or anonymous beforehand.

We process your data for this purpose pursuant to our legitimate interest, namely to evaluate and improve our recruitment policy.

3. Talent pool:

Unless you object, your data shall also be included in our talent pool so that we can still contact you if interesting vacancies that fit your profile should be posted within the Luminus group.

We process your data for this purpose pursuant to our legitimate interest, namely to implement our recruitment policy.

Who does get access to your data?

In principle within Luminus only HR employees and managers involved in the recruitment process have access to your data.

In certain cases IT technical employees can also get access to your data, though only as may be necessary to ensure the smooth operation of our technical systems.

In addition, Luminus can also use external service providers or third parties for certain of the purposes described above (e.g. recruitment websites, consultants or performing of background checks). In this case, access to your data shall be limited to the purposes described above, with due regard for the requirements of the applicable privacy legislation.

If you so wish, we also share your data from the talent pool with HR personnel of companies within the EDF group or the Luminus group.

How long do we keep your data?

In principle we shall always keep your data for two years starting from the moment your application profile was created or modified. Upon expiry of this period, your data shall be automatically deleted unless:

- there is still an active application process with you at that time;
- you start working for us, in which case your data shall be stored in your personnel file.
- The abovementioned term is renewed upon your response to a new vacancy.

What are your rights and how can you exercise them?

If you have any questions or complaints in relation to the way Luminus processes your data or to this privacy statement, please contact our DPO using the contact details above.

Through the same channel, you can also exercise your legal rights in the processing of personal data, in particular:

- the right to consultation: you have the right to ask us about the personal data we are processing concerning you. We can provide you a copy of these personal data, provided this does not adversely affect the rights and freedoms of others;
- the right to rectification: you can always request us to rectify or update certain data;
- the right to object: you have the right to object to processing of your personal data for 'process improvement and reporting' purposes (unless data have been rendered anonymous);
- the right to restriction of processing: you have the right to obtain from us restriction of processing for a specific time, for instance as part of an investigation into the accuracy of personal data;
- the right to erasure: in certain cases you have the right to ask us to erase your personal data; and
- the right to data portability: you have the right to ask us to transmit your personal data to another data controller.

If, based on the request, we do not have sufficient information to adequately identify and authenticate you, we shall ask you to provide additional evidence thereof.

Finally, you also have the right to lodge a complaint with the Data Protection Authority. The procedure to do so can be found here: <https://www.gegevensbeschermingsautoriteit.be/burger/acties/klacht-indienen>

Changes to this Privacy Statement

Changes to this privacy statement are made on a regular basis. The latest version can always be found on this page. The date of the latest modification is mentioned in the header of the document. Please check regularly whether a new version has been published, as such changes shall apply to your data on the publication date.