

# Privacy Notice

## Job Applicants

### Introduction

This privacy notice is intended to inform job applicants about how their personal data is handled during the recruitment process at Iris.

Iris uses the CV Warehouse platform for recruitment. To apply for a position, you will be redirected to CV Warehouse to create a candidate profile and upload your resume.

If you are merely browsing the careers page, no personal data is collected except through cookies as outlined in our cookie policy. However, if you apply for a job, Iris collects your data through your CV Warehouse profile.

Providing personal data is always voluntary, but certain information is required to assess your application. Without this data, Iris may not be able to process your application.

This notice explains how your data is used and informs you of your rights. For questions, contact: [gdpr@iris.be](mailto:gdpr@iris.be)

### 1. What personal data do we process?

To apply, you must create a CV Warehouse account using a valid email address and other required (\*) information. These details allow Iris to contact you, follow up on your application, and update your data.

During the recruitment process, we may process the following data (within legal limits):

- Identity: name, address
- Contact: email, phone number
- Professional background: current role, responsibilities, previous jobs, reasons for leaving
- Job preferences: positions applied for, availability, source
- Compensation expectations
- Education: certificates, licenses, training
- Performance: goals, evaluations, skills, feedback, career plans
- Compliance & risk management: disciplinary records, screenings
- Mobility: driving license, transportation, willingness to travel
- Administrative: right to work, residency status, national ID number
- Emergency contacts
- Bank info: ID and account number
- Assessment results and personality tests

Sensitive data may also be processed, such as:

- Criminal records
- Biometric data (e.g., photo for ID)

## **2. Why do we process your data?**

Your data is collected solely for recruitment purposes, to manage your application and contact you.

## **3. Legal basis for processing**

We process your data based on:

- Your explicit consent (e.g., submitting a resume, participating in interviews)
- Preparing for an employment contract
- Our legitimate interest (e.g., sharing data with assessment centers or other relevant Iris entities)

## **4. References**

If you provide third-party contact details as references, you must obtain their consent and inform them about Iris's use of their data.

## **5. Data retention**

- If hired: your data becomes part of your HR file and is retained as per legal requirements.
- If not hired: your data is kept for 6 months for potential follow-up or internal analysis.

Retention depends on:

- Active relationships
- Legal obligations
- Iris's need to defend its rights (e.g., litigation, audits)