

## **Privacy statement for job applicants**

The MIPRECISE consortium, including the Partners and Associate Partners, attaches significant importance to the privacy of MIPRECISE job applicants. In this privacy statement we wish to be clear and transparent about the way we handle your personal data.

### **1. What rules apply to the processing of personal data of job applicants?**

When processing the personal data of job applicants, the MIPRECISE consortium members (MIPRECISE) are bound by legislation. This privacy statement concerns the processing activities of personal data that MIPRECISE consortium members carry out as part of the job application procedure.

#### **Definitions**

- **Personal data:** data that directly or indirectly provides information about you and people you propose as referees who may provide references about you. Within the framework of the job application process these could include: name, address, date of birth, gender, telephone number, email address, CV and motivation, nationality, education and degree certificates, social media identifiers.
- **Processing:** the term 'processing' is the collective term for everything the personal data can be used for. It not only refers to collecting the data but also to, for instance, registering, structuring, storing, editing, consulting, forwarding and deleting them.
- **Processing responsibility:** The MIPRECISE consortium members are responsible for the processing of all personal data that are being processed. Initial processing will be undertaken by the team at Ceratium or recruiting organisations. Your data will then be shared with the organisations representing the PhD team, led by the recruiting organisation.

#### **Processing of personal data after an application**

When you apply for a job with us, we process your personal data. In this way we can, for example, invite you for a job interview. Your data (motivation letter, curriculum vitae and any other documents provided for this purpose) enable us to get the best possible picture of you. We may also use data provided by you about other people you propose as referees to obtain references.

It is good to know that an internet and social media search may be part of the procedure. We will discuss the results with you.

#### **Permission**

For all this, we ask your explicit permission. You can indicate your consent in the digital application form.

- You always have the right to withdraw this consent.

- The MIPRECISE consortium will never provide information about you to third parties. Except when obliged to do so by law, or when this is necessary for the application procedure or future employment.
- You permit us to transfer your data related to your job application to the recruiting organisation and their representatives. These organisations will hold your data under their GDPR compliant data management rules.

### **Retention period personal data**

After completion of the application procedure, the MIPRECISE consortium will keep the documents and data provided by you for a period of two years. Should another suitable vacancy arise within that period, we may approach you about this opportunity. After this period your data will be deleted. If you would like to see, amend or have your personal data removed, please send a message to [Admin@ceratium.eu](mailto:Admin@ceratium.eu)

### **Rights**

The following rights apply to the processing of personal data:

- Right to access and copy: you have the right to access and copy all of the personal data we keep about you.
- Right to rectification: if your data are inaccurate, incomplete or in breach of the law, you have the right to have them rectified.
- Right to erase: you have the right to have your data erased if you object to the processing of these data.
- Right to restrict processing: in specific cases you can request us to restrict the processing of your personal data.

### **2. Whom can I address my questions or complaints to?**

In case of questions or complaints regarding the processing of personal data, in the first instance please contact the MIPRECISE Data Protection Officer via [admin@ceratium.eu](mailto:admin@ceratium.eu).