







Privacy notice for applicants - website

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Approval

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1 General considerations

This privacy statement provides information about the processing and the protection of your personal data.

Processing operation: Selection of staff for Endo Tools Therapeutics S.A.

Data Controller: Endo Tools Therapeutics S.A.

2 Introduction

Endo Tools Therapeutics S.A. (hereafter 'ETT') is committed to protect your personal data and to respect your privacy.

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, and the Data Protection Officer.

The information in relation to processing operation Selection of staff for ETT is presented below.

3 Why and how do we process your personal data?

Purpose of the processing operation: ETT collects and uses your personal information for the following purposes:

- to organise and manage recruitment processes in order to select candidates for a given position;
- to manage the administrative aspects of applications and the successive stages of the recruitment process.

Your personal data will not be used for an automated decision-making including profiling.

4 On what legal ground(s) do we process your personal data

We process your personal data, because it is necessary to take steps prior to entering into an employment contract in the context of the recruitment process. We may also process certain personal data on the basis of ETT's legitimate interest in assessing applications, selecting suitable candidates and managing recruitment activities in an efficient and compliant manner.

5 Which personal data do we collect and further process?

In order to carry out this processing operation ETT collects the following categories of personal data:

- Personal data allowing identification of the candidates: first name(s), family name(s), main language.
- Personal data of candidates required to enable contact and the practical organisation of recruitment meeting: telephone number(s), e-mail address, languages of correspondence.
- Personal data of candidates required to allow evaluation in light of the eligibility and/or selection criteria fixed by the job description of the position to be filled: data contained in

the CV such as educational background, details of professional experience, expertise and technical skills, knowledge of languages.

- Data concerning the assessment of candidates' qualifications, skills and competencies.

6 How long do we keep your personal data?

ETT keeps applicants' personal data only for the period necessary to manage the recruitment process. Applicant data are retained during the assessment and selection process for the relevant position. Once the candidate has been selected for the position to be filled, the personal data of all non-selected applicants are deleted.

7 How do we protect and safeguard your personal data?

All personal data in electronic format (e-mails, documents) are stored on the server of ETT. In order to protect your personal data, ETT has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

8 Who has access to your personal data and to whom is it disclosed?

Access to your personal data is limited to ETT staff involved in the recruitment process, such as the person responsible for recruitment and the manager of the position to be filled. Access is granted only where necessary for the assessment of applications and the selection of candidates. Your personal data are not shared with third parties, unless this is required by law or necessary to verify information provided as part of your application.

9 What are your rights and how can you exercise them?

You have specific rights as a 'data subject' in particular the right to access, your personal data and to rectify them in case your personal data are inaccurate or incomplete. Where applicable, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing, and the right to data portability.

Your personal data are processed because you have submitted an application to ETT. The processing is necessary to manage your application, assess your suitability for the position to be filled, and take steps prior to entering into an employment contract.

You can exercise your rights by contacting ETT's Data Protection Officer (dpo@endotools.be).

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description in your request.