# **Recruitment and Selection Privacy Statement**

*This version of the Recruitment and selection Privacy Statement is effective as of 25 May 2018, in response to the General Data Protection Regulation (GDPR).*

*This privacy statement applies to CSP Zeebrugge’s entire job website, including all work placement and job offers appearing on it. When the text refers to ‘applicant’, it is understood to mean candidate trainees and candidates applying to be recruited.*

Purpose

Since CSP Zeebrugge is committed to protecting the privacy of its applicants, it has drawn up this privacy statement to inform them about the way in which it processes their data. This statement applies to temporary employment and training activities and to recruitment and selection activities.

Personal data that applicants provide to CSP Zeebrugge and that may be registered during current and/or future application procedures are processed as part of the selection and recruitment procedure, such as hiring for present and future vacancies. The data is processed for applications, at the request of the applicants, and with a view to contractual employment.

What data do we collect?

CSP Zeebrugge collects and processes the information that applicants provide via the job website and that it obtains in face-to-face meetings, telephone conversations and/or via email with applicants.

KBC does not collect or process any sensitive information about applicants.

Applicants are aware that the information they provide must be recent, accurate and complete to allow the application procedure to be conducted properly. Applicants must expressly declare that the information provided is accurate and reliable.

Storage information

CSP Zeebrugge stores applicants’ data for five years after the submission of their most recent application form.

If selection procedure lead to an employment contract, the data from your application and selection procedure will be included in your personnel file.

Applicants’ rights

Applicants are entitled to access the personal data that are processed on them. In addition, applicants can ask to have incorrect data corrected, and provided that submit their reasons in writing, ask to have data wrongfully processed removed.

To exercise their rights, applicants can contact CSP Zeebrugge at [zeebrugge.hr@cspterminals.com](mailto:zeebrugge.hr@cspterminals.com)