



# **Data protection notice for recruitment purposes**

## RECRUITMENT Data Protection notice

### 1. INTRODUCTION

- 1.1 Synlab Limited and each of its group companies (Synlab) is committed to protecting the privacy of anyone who applies for employment or other engagement with Synlab (*Candidates*).
- 1.2 We set out below information regarding Synlab's collection, analysis, disclosure and other use of Candidates' personal information. If you accept employment with or are otherwise engaged by Synlab we will, of course, collect more information about you and make other uses of your information – this will be explained to you as part of the onboarding process.

### 2. THE INFORMATION WE COLLECT ABOUT CANDIDATES

- 2.1 Synlab collects information about Candidates in the course of the recruitment process. Some of this information is collected directly from you (for example, in forms that you are asked to complete, or in interviews or through the completion of tests). Other information is provided to us by third parties (for example, recruitment agencies, referees and educational institutions).
- 2.2 The information we collect about Candidates includes:
  - 2.2.1 basic information about yourself, such as name, contact details and gender, and information provided to verify your identity;
  - 2.2.2 information regarding your employment and educational history, any role or roles for which you are applying or being considered and your relevant personal interests, attributes and career aspirations and plans;
  - 2.2.3 other information about yourself that you provide in a CV or similar document.
- 2.3 How we use Candidate information
  - 2.3.1 We use Candidate information to manage the recruitment process and assess you for employment or other engagement, to monitor and improve our recruitment processes and for related purposes, including equality of opportunity monitoring, compliance with law and regulation and purposes relating to legal claims made by or against us.
  - 2.3.2 We are entitled to use, disclose and otherwise process Candidates' (and former Candidates') information as described in this notice because we need to do so for the purposes set out in paragraph 2.3.1.
- 2.4 **Disclosure of Candidate information**
  - 2.4.1 Synlab may disclose Candidate information, where reasonably necessary for the various purposes set out in paragraph 2.3.1, to:
    - (a) recruitment agencies working with us in relation to your potential recruitment;
    - (b) other service providers processing Candidate information on our behalf in the course of supporting our business and operations;
    - (c) other members of the Synlab group;
    - (d) third parties to whom Synlab is required to disclose information by law or regulatory requirement (including litigation counterparties); and

- (e) competent regulatory and prosecuting authorities.

2.4.2 If you give us names of potential referees, we may disclose the fact that you are applying to work with us to them when we ask them for references.

## 2.5 International data transfers and related protections

The disclosures of Candidate information described in paragraph 2.4 may involve international transfers, including transfers to countries outside the European Economic Area (**EEA**) which do not have data protection laws as strict as those in the EEA. In these cases, where we transfer Candidate information to other members of the Synlab group or third-party service providers acting on our behalf, we implement agreements and mechanisms to protect your information (including, where appropriate, agreements in a form approved for this purpose by the European Commission).

## 2.6 Retention and deletion of Candidate information

2.6.1 We will generally retain information about you throughout the recruitment process. Some information will be retained after the recruitment process ends, either because you are employed or otherwise engaged by us or, if your application is withdrawn or unsuccessful, because we retain information in case you apply to work for us again or a recruitment-related dispute arises between us. We will usually delete this information (at the latest) 1 year after the recruitment process ends, although we may need to keep it for longer if you apply again or a dispute arises.

2.6.2 As a general principle, we do not retain Candidate information (except in anonymised / statistical form) for longer than 1 year, given the purposes for which it is held.

## 2.7 Data protection rights and questions

2.7.1 With limited exceptions, Candidates have legal rights to be given copies of the personal information that we hold about them and to require inaccurate information to be corrected.

2.7.2 In some circumstances you can also require us to delete (or stop making active use of) your personal information.

2.7.3 If you wish to exercise any of these rights, would like to see copies of any of the agreements referred to in paragraph 2.5 or have other questions about our Candidate information processing or related policies, please contact us <recrutement@synlab.be>.

2.7.4 You also have the right, at any time, to lodge a complaint about our processing of your personal information with relevant supervisory authorities, details of which are included for each EU countries at this link: [http://ec.europa.eu/justice/data-protection/article-29/structure/data-protection-authorities/index\\_en.htm](http://ec.europa.eu/justice/data-protection/article-29/structure/data-protection-authorities/index_en.htm) (as updated from time to time).

## 2.8 Document review

2.8.1 *This notice was last updated on **24 May 2018** and will be reviewed annually.*