

Privacy Policy

Recruitment

In accordance with the rules set out in the General Data Protection Regulation¹, this statement is intended to inform internal and external candidates of the personal data which The Cotton Group SA may collect and process as part of the recruitment procedure, as well as the purposes and terms and conditions of this treatment.

1. Treatment officer

The person in charge of personal data processing is The Cotton Group SA, with registered office located Drève Richelle, 161 Building O Box 5, at 1410 Waterloo, registered with the Crossroads Bank for Enterprises under n° 440.097.116 (hereinafter The Cotton Group) and more specifically its human resources department.

The Cotton Group shall process personal data in a lawful, fair and transparent way. The data are only collected for the purposes listed in point 3.

2. Basis of data processing

The Cotton Group collects and processes personal data, as defined in point 4, in the course of its legitimate interest, namely, to assess the candidate before deciding whether it is advisable to make him an employment proposal.

3. Purposes of the treatment

Personal data collected from the applicant will be processed solely for the following purposes:

- saving the application for a job within the company;
- reviewing the application for potential recruitment;
- contacting the candidate in order to obtain additional information or for an interview;
- carrying out measures before signing an employment contract;
- contacting the candidate for other vacant positions within the company and matching his profile;

4. Nature of the processed data

The personal data collected is appropriate, relevant and limited to what is necessary with respect to the purposes for which it is processed. It may include the following categories of data:

¹ Regulation (EU) 2016/679 of the European Parliament and of the Council of April, 27, 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/ EC (General Regulation on Data Protection).

- data relating to the applicant's identity (lastname, first name, home address, date and place of birth, gender, e-mail, civil status, telephone number, etc.);
- photography of the applicant;
- information on professional experience (profile, previous jobs and employers, special projects, etc.), including the reference checks mentioned in the CV and/or the cover letter;
- information on education (diplomas, certificates, internships, special trainings, etc.);
- language skills;
- data relating to a possible work authorization and/or residence permit;
- any other personal data communicated during the application and relating to the function;
- digital assessment through internet (presence on social media networks), insofar as this presence is accessible;

5. Recipients of personal data

The data defined in point 4 is collected and processed by The Cotton Group and more specifically by its human resources department. The information may be passed on to third parties relevant to the recruitment process and only for the purposes mentioned above. The Cotton Group ensures that these third parties meet the same level of requirements regarding the protection of personal data.

6. Retention period of personal data

Personal data will be kept for up to two years after the end of the application process for the purposes described above.

7. Access to data, portability, rectification and deletion of personal data, limitation and opposition to processing

The applicant may take note of any information referring to him which has been collected by The Cotton Group. He may request, in writing, for a copy of the collected data referring to him. He may also request for the rectification or deletion of any data which is inaccurate or, collected, communicated or stored unlawfully, or which has been retained beyond a reasonable period, as defined in point 6 .

The candidate may also request for the treatment to be restricted or refuse the treatment of his data in cases provided for by law or other regulation.

8. Claim

The applicant may lodge a complaint before the Data Protection Authority in the event where he notices the non-compliance with the rules regarding the processing of personal data provided for by the General Regulation on Data Protection.

9. Security Measures

The Cotton Group undertakes to take all necessary technical and organizational measures to protect the information and personal data collected against destruction, loss, unintentional modification, damage, accidental or unauthorized access or any other unauthorized processing of personal data.

10. Confirmation

By submitting his application, the candidate declares that he is aware of the terms and conditions governing the processing of his personal data and voluntarily agrees to have The Cotton Group perform such processing within the limits and for the purposes set out in this Statement.