

PRIVACY NOTICE – EMPLOYEES

Your privacy is important for us.

All personal data that we obtain in the context of our interactions with you as a (potential) employee of the European Tyre & Rubber Manufacturers' Association (“ETRMA”) will be collected and processed in accordance with applicable data protection legislation, in particular the General Data Protection Regulation 2016/679 of 27 April 2016 (“GDPR”).

This privacy notice explains why and how we collect your personal data, the measures we take to protect your data and how long we retain your data.

The GDPR also grants you certain rights as a data subject.

Identity and contact details

The data controller for your personal data is the following legal entity:

European Tyre & Rubber Manufacturers' Association AISBL
Avenue des Arts 2, box 12
1210 Saint-Josse-Ten-Noode
Belgium
Enterprise number 0881.606.175

If you have questions regarding the processing of your personal data, you can always contact us by e-mail (privacy@etrma.org) or by letter to the postal address mentioned above (attn. Privacy).

Purposes

We collect personal data from you as a (potential) employee for HR purposes, including for hiring, HR management, payroll, health and security at work and statutory and additional insurances.

Legal basis

We mainly collect your personal data because it is necessary to enter into an employment contract with you and for the consequent performance of that employment contract.

If we keep you in our candidates' database for future hiring opportunities, we will ask your consent.

We also have legal obligations (for example, social security legislation) or legitimate interests (for example, in case of a dispute) that require us to process your personal data.

Categories of personal data

For the purposes mentioned above, we may collect and process the following personal data:

- identification data (name, e-mail, phone, address)
- financial data (bank account)
- personal characteristics (date of birth)
- employment data (function, salary, evaluation, training)
- family situation
- national registry number
- picture
- other information provided by you (incl. resume)

We may collect your health data in accordance with employment and social security law. We do not collect any other sensitive data (i.e. personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, genetic data, biometric data, data concerning health or data concerning a natural person's sex life or sexual orientation) or personal data relating to criminal convictions and offences.

We may also collect personal data of your family members in the context of HR management, payroll and statutory and additional insurances. Please do inform them about the information and rights provided in this privacy notice.

Source of personal data

We obtain your personal data in the context of our interactions with you as a potential employee. This includes interactions via our website, via e-mail, by phone and during interviews. Once you are hired, we obtain your personal data in the context of your employment.

Recipients of personal data

For the purposes mentioned above, we may have to provide your personal data to the following third parties:

- ETRMA's hiring committee (consisting of ETRMA members)
- HR consulting agencies
- public authorities
- social security authorities
- social secretariat
- committee on prevention and protection at work
- insurance companies
- financial institutions
- accounting office
- auditors
- legal counsel
- police and judicial authorities

Our IT, cloud and software providers may also have access to your personal data.

Transfer of personal data

Your personal data will not be transferred outside the European Economic Area without appropriate safeguards.

Retention period

We will delete or anonymize your personal data 5 years after your entry in our candidates' database / non-hiring decision / the termination of your employment contract (plus a verification period of 6 months), unless a legal obligation or legitimate interest requires us to retain your personal data longer.

Rights

You can always contact us if you would like to:

- request access to or rectification of your personal data.
- request erasure of your personal data.
- request a restriction of the processing of your personal data.
- object to the processing of your personal data.
- send us a complaint if you consider that we are not acting in accordance with applicable data protection legislation. You can also introduce a complaint with the supervisory authority.

You can also withdraw your consent for your entry in our candidates' database (this does not however impact the lawfulness of your entry pre-dating the withdrawal).

The aforementioned rights can be exercised by e-mail (privacy@etrma.org) or by letter to the postal address mentioned under point 1, accompanied by a copy of your ID card. We will grant you all rights to which you are entitled in accordance with the applicable regulations.

Please also inform us when your personal data is not accurate or no longer up-to-date.

Automated decision-making

We do not engage in automated decision-making, including profiling.

Security

We have implemented appropriate technical and organisational measures to ensure the confidentiality of your personal data and protect your data against accidental or unlawful destruction, loss, alteration, unauthorised disclosure or access.

Amendments

This privacy notice may be amended from time to time within the boundaries of applicable data protection legislation.