

Information notice for candidates

Since 25 May 2018 the General Data Protection Regulation (GDPR) has strengthened the obligations of companies in terms of personal data protection. Microtis is committed to respecting the regulations in force in this area.

Microtis is the data controller for the recruitment process of which you are the subject.

You are about to submit your application and join the Microtis recruitment process. On this occasion, a certain amount of personal data that you will communicate will be processed. The purpose of this notice is to inform you about the methods of collection, management and conservation of your personal data as well as the rights you have in this respect.

1. Processing of personal data

Your personal data is collected through CVs, covering letters and other documents that you provide to complete your application.

The processing concerns, in particular, the following categories of personal information:

- **Identification data:** surname, first name(s), gender, address, telephone number, e-mail, photograph, etc.
- **Administrative data:** date and place of birth, civil status, nationality, work/residence permit, etc.
- **Professional data:** CV, covering letter, history of schools, colleges, universities, nature of courses taken, diplomas/certificates, professional references, recommendations, examination results, etc.
- **Academic data:** internship agreement, school certificate, etc.

In order to continue the recruitment process, additional personal data may be requested and collected.

The provision of the requested information is mandatory in order to continue the recruitment process.

2. The purposes and legal basis of the processing

Microtis processes personal data for recruitment management purposes, namely

- Registration of your application;
- Analysis and evaluation of your profile;
- Verification of the veracity of the information provided;
- Ensuring communication with the candidate;
- The constitution of a CV database.

This processing is necessary for the execution of pre-contractual measures between the candidate and Microtis (registration of your application, analysis and evaluation of your profile, ensuring communication with the candidate). This processing is also based on the candidate's

consent (constitution of a CV database) and the legitimate interest of Microtis (verification of the veracity of the information provided).

3. Retention of your personal data

Microtis may retain personal data provided by candidates for a period of 2 years from the last contact, based on your prior consent. Microtis carries out this retention in order to offer you possible future opportunities. You have the right to withdraw your consent at any time.

The personal data communicated will be kept for the time necessary to achieve the purposes for which they were collected and in compliance with the Law and Regulations.

Transfer of personal data outside the EU:

Microtis does not transfer any personal data outside the EU. All employees, subcontractors, etc. are located on European territory and more specifically in Luxembourg.

4. Sharing your personal data

Microtis may share your personal data with the following entities

- Occupational medicine ;

5. The rights of data subjects with regard to the use of their personal data

You have the following rights:

- **Right of access:** you have the right to obtain confirmation that we are processing your personal data and to obtain a copy of this data;
- **A right of rectification:** you can have information about you rectified, completed, updated, blocked or deleted if errors, inaccuracies or the presence of data whose collection, use, communication or storage is prohibited have been detected;
- **A right to erasure:** In some cases, you may request the erasure of your personal data. We may, however, retain certain data about you where this is required by law or is in our legitimate interest;
- **A right to limit processing:** you can ask Microtis to temporarily limit the use of some of your data, only in the following cases
 - o You dispute the accuracy of the personal data, for a period of time allowing Microtis to verify the accuracy of the data;
 - o You object to the deletion and demand the limitation of the use of your data processed unlawfully by Microtis;
 - o Microtis no longer needs the personal data for the purposes of processing, but they are still necessary for the establishment, exercise or defence of legal claims;
 - o You object to the processing during the verification as to whether the legitimate reasons pursued by Microtis prevail over yours.
- **A right to object:** you may object at any time, on grounds relating to your particular situation, to any processing of your personal data which is necessary for the performance of a task in the public interest or which is based on legitimate interest;
- **A right to lodge a complaint:** you have the right to lodge a complaint with the competent supervisory authority, the CNPD in Luxembourg.

6. Securing personal data

Microtis undertakes to put in place technical and organizational security measures in order to protect the personal data communicated to it.

7. Contact

To obtain more information and/or exercise your rights, you can contact us

- **By email:** dpo@microtis.lu
- **By telephone:** (+352) 37 97 77 1
- **By post:** Microtis SA 55, Route d'Arlon - L-8410 Steinfort