



Who the fuck even reads this shit???

CHOO CHOO - PRIVACY NOTICE APPLICANT TRACKING SYSTEM

This privacy notice (hereinafter the “Notice”) explains what information CHOO CHOO and its affiliates/subsidiaries (collectively, “CHOO CHOO” and, “we”, “us” and “our) collect during their application and recruitment process, the purposes of collection of such information and how CHOO CHOO uses discloses, or otherwise processes that information.

The Agencies of CHOO CHOO BV, Vaartstraat 85, 3000 Leuven is regarded as co-controller.

Our applicant tracking system processes your data in the following cases:

- You applied directly for the CHOO CHOO club (“Direct Candidate”)
- You have been approached by a CHOO CHOO recruiter (“Sourced Candidate”)
- You are an employee of the CHOO CHOO collective (“Employee”)

1. What categories of data will be processed?

a) Candidates’ data

Where you are a candidate, we collect the following categories of information directly or indirectly from you, or through the applicant tracking system:

- Your name,, email address, telephone number, and other contact information
- Your resume or curriculum vitae, covering letter, portfolio, and/or relevant work experience or other experience, education, transcripts, or other information you provide to us in support of your application and the recruitment process
- Any information you provide to us during an interview(s), including but not limited to tests, case studies, presentations, or other exercises completed during the hiring process.
- benefits packages, willingness to relocate, and other job preferences
- Details of how you heard about the position
- Referral and references names and contact information, if applicable, (it is solely your responsibility to obtain consent from the referral or reference before providing their personal information)
- Any specific information obtained during the application or recruitment process, such as gender,

information about your citizenship and/or nationality, medical or health information, disability status, veteran status, authorization to work

- Your social media profile handle(s) if provided by you and needed for the position
- We may also receive the following categories of information from other sources:

- Where permitted by law and required for the position, background check data, potentially

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- Information concerning your prior employment, including (where permitted by applicable law) compensation and your educational and academic degrees, from employment agencies, and where necessary publicly available sources, social media, former employers, and/or educational institutions
- Information provided by references you provide, referrals, or recruitment agencies

b) Employees' data

2. What are the purposes for which we process your data?

a) Candidates

Your information will be used for the following purposes:

- Processing your application
- Assessing your skills, qualifications, and suitability for the position
- Carrying out background and reference checks, where applicable
- Carrying out the management of applications and in particular keeping records related to the hiring process
- Communicating with you about the recruitment process and your application, including informing you of potential career opportunities
- Reaching out directly to skilled worker candidates
- Complying with applicable legal or regulatory requirements
- Improving our recruitment or application process
- Proactively conducting research about your educational and professional background and skills and contacting you if we think you would be suitable for a role with us

- *Where appropriate consent was obtained:* Regularly informing individuals about the latest company news

b) Employees

The employees' profile information will be automatically included in our applicant tracking system to support the CHOO CHOO staffing needs. This means that your profile will be used to improve internal staffing of unutilized employees that benefits both CHOO CHOO and you. Fairness, non-discrimination, and accuracy are considered while matching unstaffed employees with open positions.

3. What legal ground(s) do we rely on?

a) **When we directly contact you:** The use of your personal data relies on our legitimate interest to hire new employees to meet the company growth, to fill open positions, and to win new competencies. By reaching out directly to the candidate, we pursue our legitimate interest to approach the best possible candidates.

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b) **When you apply through a job offer:** The use of your personal data relies on your explicit consent that we obtain before you submit your application.

e) **When you are an employee of an agency of CHOO CHOO:** Your personal data is available within the applicant tracking system. We rely on our legitimate interest to match unstaffed employees with open positions which benefit both CHOO CHOO and current employees.

The legal basis we rely on for processing sensitive information is our obligations in employment and safeguarding your fundamental rights.

4. Who has access to your data?

- We may also share your personal information with the following third parties only to process your application or the recruitment process:
 - o SmartRecruiters, our applicant tracking service provider
 - o External recruitment company, namely when an Agency is working with such company when recruiting
 - o On rare occasions our Clients, if they play a part in the interview process
 - o Service providers acting on CHOO CHOO's behalf for verification/background checks.

5. For how long do we store Your Data?

we keep your data for as long as you are part of the CHOO CHOO club. After opting out, your data will be deleted within one year.

8. Data security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used, or accessed in an unauthorized way, altered, or disclosed. Most important, we limit access to your personal information to those employees, agents, contractors, and other third parties who have a business need-to-know. They will only process your personal information on our instructions, and they are subject to confidentiality.

9. Updates to this Notice

Should we wish to change this Notice, if you have already provided personal information, we will contact you to inform you of the new privacy notice, and, in some circumstances, we may need to obtain your consent to the changes.

If you wish to save this text, please mark the entire statement (e.g. with your mouse) and copy-paste by pushing ctrl-c.

10. Questions and Comments

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Version 1.0 information, please contact hello@choochoo.be.

Last modified: Thursday 28th, February 2023