



Applicants Privacy Statement

This Applicants Privacy Statement governs the processing of your personal data as part of your application for a job at a company of the Azelis group (hereinafter: “Azelis Group”, “Azelis”, “we”, “us”, “our”) via the “Working at Azelis” website (www.azelis.com/en/about-azelis/careers/working-at-azelis) or any other websites of Azelis (hereinafter: “Websites”) or in any other way, and your subsequent communications with us via e-mail, telephone, fax and social and professional media channels (such as LinkedIn) in relation to any vacancies and speculative applications.

This Applicants Privacy Statement only and specifically relates to the specific processing of personal data of applicants applying for a job at Azelis. For our general policy in relation to the use of our Websites and our communication with you in any other capacity than as a job applicant, please see our general Privacy Statement.

If you want information on how we process personal data via cookies and social plug-ins, please see our Cookie Statement.

By submitting your application via any of our Websites, you acknowledge that you have read this Applicants Privacy Statement carefully and that you agree with it without reservation.

IN GENERAL

If you apply for a vacancy which is posted on any of our Websites or in any other place, or if you send a spontaneous application directly to a specific company of the Azelis Group, then the data controller of the processing of your personal data is the company of the Azelis Group to which the vacancy relates or to which you send your application.

If you apply spontaneously via the “Working at Azelis” website, then the initial data controller of the processing of your personal data is Azelis Corporate Services NV/SA, Posthofbrug 12 box 6, 2600 Antwerp, Belgium, with company number 0828.239.349, RPR/RPM Antwerp, division Antwerp. If Azelis Corporate Services NV/SA subsequently shares your personal data with another company of the Azelis Group in view of possible employment at that company, then that company will be a data controller as regards processing of your personal data.

Any reference in this Applicants Privacy Statement to certain laws or regulations also includes any change, replacement or annulment of these laws or regulations, including any related executive decisions.

We reserve the right to from time to time modify this Applicants Privacy Statement at our own discretion. You can always consult the latest version of this Applicants Privacy Statement on our Website.



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TYPES OF PERSONAL DATA WE PROCESS

When you apply for a job with Azelis, we collect the following personal data about you:

- Your contact details and basic identity information that you choose to provide us with, such as your photo, name, private address, e-mail address, phone number, date and place of birth, nationality, etc.;
- Education, skills and career-related information, such as former and current employer, work experience, references, etc.;
- Any other personal data you choose to provide us with as part of your application;
- Publicly available information of your profile on social and professional media channels (such as LinkedIn).

In principle, we obtain the personal data mentioned above directly from you. However, if you choose to apply via an external recruitment company, your personal data are received by us via such external recruitment company. It is that company's responsibility to relay the information contained in this Applicants Privacy Statement to you. We advise that you consult the privacy policy of your external recruitment company to ascertain which personal data it processes about you, what the conditions for that processing are and how you can exercise your rights vis-à-vis that company. We will not send any of the personal data you provide us with via our Websites or in any other way to external recruitment companies unless you explicitly consent to it.

If we offer you a position, our internal recruitment department may also add personal data, notes and comments pertaining to your application to your profile.

Our application process, in particular through the application form on our Websites, is not meant to involve the processing of personal data that can be construed as sensitive data. Sensitive data are personal data that pertain to your race or ethnicity, political or trade union affiliations, religious convictions, your health or sexual orientation or criminal record. If such information becomes relevant as part of the application process, you will be specifically asked for it and be given the opportunity to consent to the processing of these sensitive data separately.

If you nevertheless choose to upload or otherwise provide sensitive data about yourself, your uploading or provision of these sensitive data will constitute your freely given, specific, informed, explicit and unambiguous written consent to our processing in line with this Applicants Privacy Statement.

PURPOSES AND LEGAL BASIS FOR WHICH WE USE YOUR PERSONAL DATA

We process your personal data to allow you to apply for employment with us and to allow us to process, assess and decide on your application.

- ➡ Such processing of your personal data is necessary in order to take steps at your request prior to entering into a contract.

We also process your personal data in order for you to receive relevant and personalised information regarding future opportunities for employment with Azelis.

- ➡ Such processing of your personal data is based on your consent.

We process your personal data in order for us to be able to defend ourselves in case of a dispute related to your application.



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- ➡ Such processing of your personal data is necessary for the protection of our legitimate interest of being able to defend ourselves in case of a dispute.

If an application process for a particular position with us leads to a successful outcome, the personal data you provided will be used for human resources purposes during your employment with us.

- ➡ Such processing of your personal data is necessary for the protection of our legitimate interest to save time and resources in order to run a more efficient business by re-using already available information where permitted.

We process your personal data to perform statistical analysis to improve our application and recruitment process and our service offering in general. Such processing will take place in a pseudonymised manner where possible.

- ➡ Such processing of your personal data is necessary for the protection of our legitimate interest to continuously improve our Websites, social media channels, products and services to ensure that you have the best possible experience.

We process your personal data to comply with our legal obligations or to comply with any reasonable request from law enforcement agents or representatives, judicial authorities, governmental agencies or bodies, including data protection authorities.

- ➡ Such processing of your personal data is necessary to allow us to comply with our legal obligations.

We process your personal data for informing any third party and its advisors in the context of a possible merger with, acquisition by/of, demerger by, or other share or asset purchase deal with that third party, also if that third party is located outside the European Union.

- ➡ Such processing of your personal data is necessary for the protection of our legitimate interest of being able to explore or conduct normal corporate or M&A transactions.

We also process your personal data for the preservation of our legitimate interests or those of our affiliates, partners or a third party if your application-related use of our Websites or your application in general can be considered: (a) a violation of any applicable terms of use of our Websites or the intellectual property rights or any other right of a third party, (b) a danger or threat to the security or integrity of our Websites, social media channels or other communication channels or any of our or our affiliates' subcontractors' underlying IT systems due to viruses, Trojan horses, spyware, malware or any other form of malicious code, or (d) in any way hateful, obscene, discriminating, racist, slanderous, spiteful, hurtful or in some other way inappropriate or illegal.

TO WHOM WE SEND YOUR DATA

We rely on third-party processors to provide you access to our Websites and to social media channels, including the job application parts thereof, and to process your personal data on our behalf. These third-party processors are only allowed to process your personal data on our behalf and upon our explicit written instruction.

Azelis warrants that all third-party processors are selected with due care and are obliged to observe the safety and integrity of your personal data.



We share your personal data with other entities within the Azelis Group. We will ensure that all companies of the Group will take due care that all processing of your personal data is in line with what is set out in this Applicants Privacy Statement.

Your personal data may be shared upon our own initiative with the police or the judicial authorities as evidence or if there are justified suspicions of an unlawful act or crime committed by you in the context of your application.

LOCATION AND TRANSFER

We process your personal data within the European Economic Area (EEA). However, in order to process your personal data for the purposes outlined above, we may also transfer your personal data to other companies of the Azelis Group or to third parties who process on our behalf outside the EEA. Each entity outside the EEA that processes your personal data will be bound to observe adequate safeguards with regard to the processing of your personal data. Such safeguards will be the consequence of:

- The recipient country having legislation in place which may be considered equivalent to the protection offered within the EEA; or
- A contractual arrangement between us and that entity. All companies of the Azelis Group are parties to a contractual agreement based on the European Commission's Standard Contractual Clauses (controller-to-controller) (Commission Decision C(2004)5721).

Azelis may transfer anonymised and/or aggregated data to organisations outside the EEA. Should such transfer take place, Azelis will ensure that there are safeguards in place to ensure the safety and integrity of your data and all rights with respect to your personal data you might enjoy under applicable mandatory law.

QUALITY ASSURANCES

Azelis does its utmost to process only those personal data that is necessary to achieve the purposes mentioned above.

Your personal data is only processed for as long as needed to achieve the purposes mentioned above or up until such time where you withdraw your consent for processing them. We will de-identify your personal data when they are no longer necessary for the purposes outlined above, unless there is:

- An overriding interest of Azelis, or any other third party, in keeping our personal data identifiable;
- A legal or regulatory obligation or a judicial or administrative order that prevents us from de-identifying them.

You understand that an essential aspect of assessing your application for employment with Azelis or sending you relevant and personalised information regarding future opportunities for employment with Azelis involves assessments of your professional and relevant personal characteristics. This means that we create and use a profile of you based on these characteristics. Please note, however, that this assessment process, except for the online assessment tests, is never fully automated and require human intervention.

We will take appropriate technical and organisational measures to keep your personal data safe from unauthorised access or theft as well as accidental loss, tampering or destruction. Access by our personnel or our third-party processors will only be on a need-to-know basis and will be subject to strict



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confidentiality obligations. You understand, however, that safety and security are best-efforts obligations only, which can never be guaranteed.

YOUR RIGHTS

You have the right to request access to all personal data pertaining to you that we process. We reserve the right to charge an administrative fee for multiple subsequent requests for access that are clearly submitted to cause nuisance or harm to us. Each request has to specify for which processing activity you wish to exercise your right of access and which data categories you wish to gain access to.

You have the right to request that any personal data pertaining to you that are inaccurate, be corrected free of charge. If you submit a request for correction, such request has to be accompanied by proof of the flawed nature of the data for which correction is asked.

You have the right to withdraw your earlier given consent for the processing of your personal data.

You have the right to request that personal data pertaining to you be deleted if these data are no longer required in the light of the purposes outlined above or if you withdraw your consent for processing the data. However, we will evaluate a request for deletion against:

- Overriding interests of Azelis or any other third party;
- Any legal or regulatory obligations or administrative or judicial orders which may contradict such deletion.

Instead of deletion, you can also ask that we limit the processing of your personal data if (a) you contest the accuracy of the data, (b) the processing is illegitimate, or (c) the data are no longer needed for the purposes mentioned above.

You have the right to oppose the processing of personal data, unless we demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms or for the establishment, exercise or defence of legal claims.

You have the right to receive from us in a structured, commonly used and machine-readable format all personal data you have provided to us.

If you wish to submit a request to exercise one or more of the rights mentioned above, you can contact us by e-mail at the Azelis Group's general privacy e-mail address: privacy@azelis.com.

A request to exercise a right will not be construed as consent with the processing of your personal data beyond what is required for handling your request. Any request has to clearly state which right you wish to exercise and the reasons for it if such is required. It should also be dated and signed, and accompanied by a digitally scanned copy of your valid identity card proving your identity.

We will promptly inform you of having received this request. If the request proves valid, we will process it as soon as reasonably possible and at the latest thirty (30) days after having received the request.

For questions or complaints regarding the processing of your personal data by Azelis, please feel free to contact us via the Azelis Group's general privacy e-mail address mentioned above. You also have the right to file a complaint with the competent data protection authority.

