



College of Europe
Collège d'Europe



Privacy Notice for Recruitment

College of Europe
Bruges Campus

The information processed by submitting relevant information of the applicant (hereafter also referred to as you or your) will be handled by the College of Europe SON (Dijver 11, Brugge, Belgium; hereafter referred to as the College)

Which data do we collect?

For the purpose of recruitment, the College needs to collect information such as name, e-mail, phone number, other contact details such as contact address, date of birth, nationality, gender, letter of motivation, and Curriculum Vitae containing qualifications, experience, employment history and skills and all other information you consider valuable to provide us.

It can also be extended with additional information, as specified in the job advert, that is considered necessary for the selection of the right candidate and/or who can support your candidature.

The College can also collect information from the referees you provide.

The College can, in addition, contact the various academic institutes or relevant other organisations and/or institutes to verify the information you have provided.

It is possible that the College collects other information, such as publicly available information about you that you have published on the internet on platforms such as LinkedIn or other relevant social media profiles.

For what purposes do we collect your data?

The personal data will be processed for the purpose of recruitment.

We collect and use your personal data as provided by you directly or indirectly, as described above, and rely on the lawful basis of legitimate interest to do so, cfr Article 6(1)(f) of the GDPR¹.

How long will we process your data?

Your personal data will not be processed longer than necessary.

If the College considers the data to be kept longer than the specific recruitment purpose for the specific vacancy you apply for, you will be informed about the specific purpose and requested to consent.

¹ Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ L 119, 4.5.2016, p. 1)

Who has access to your data, and where do we store your data?

Your data is stored in systems managed by the College. The College has taken the appropriate measure to ensure that your data is kept confidential, integer and available.

Next to the Personnel Office and the contacts specified in the job advert, it is possible that your data is also accessible by others such as the members of the selection committee and other relevant bodies. In all cases, this always happens under the supervision of the College.

Who do we share your data with?

Your data will not be shared with any external parties not directly related to the recruitment purpose unless explicitly mentioned in the job advert.

What are your rights in relation to the processing of your data?

You may ask the College to provide you with an overview of any personal data that we hold about you.

You have the right to access, amend, erase, object to the processing or limit the processing of your data, under specific circumstances.

If consent is given, you also have the right to withdraw your consent.

To exercise your rights, you may contact the College either in writing or by e-mail:

College of Europe - Bruges Campus

Privacy Office

Dijver 11

8000 Bruges

Belgium

Email: privacy_office.be@coleurope.eu

The College may request additional information to verify your identity.

If you think the College has infringed your rights, you have the right to lodge a complaint with the Belgian supervisory authority via <https://www.dataprotectionauthority.be/>.

Changes to this Notice

We are likely to make changes to this Notice.

You can obtain the current version of this Notice from our website at www.coleurope.eu/privacy.