

Privacy Notice

This statement is addressed to all candidates applying for a position at a company within the ALIPA Group.

Party responsible for processing

The ALIPA Group is the party responsible for processing your personal data. In the collection and processing of your personal data, we comply with Luxembourg legislation as well as the General Data Protection Regulation (GDPR), which came into effect 25 May 2018.

Personal data subject to processing

On the basis of the ALIPA Group's legitimate interest, we collect the following data:

- Identification data: last name, first name, home address, telephone number, email address.
- Employment, jobs, training and professional experience recorded on the CV submitted.

The data processed is the data you provided. We would like to draw your attention to the fact that you are responsible for all data provided to us, and we rely on its accuracy.

Purpose

The collected data is processed by the HR department as part of personnel management, which includes administrative management of personal files relating to recruitment: CV.

The objectives are:

- To assess your profile as well as your skills and competencies as a candidate for the roles we are recruiting for.
- To integrate you into our candidate database, which we consult when a position becomes available within one of the Group's companies, only with your consent.
- To enable us to contact one of your previous employers and verify your work experience, only with your consent.

Your personal data is not sold, leased or made available to third parties for commercial purposes by ALIPA Group.

Consulting the data

This data is consulted by the HR manager and department as part of the recruitment process.

Retention

Party responsible for the processing and retention of your personal data:

- In the event that your application is successful: the responsible party retains your data for as long as is necessary to fulfil obligations arising from a piece of legislation, from other regulatory requirements or from an agreement, and for as long as is necessary to delete the data following the expiration of the retention period prescribed by law.
- In the event that your application is unsuccessful: ALIPA Group can, subject to your agreement, retain your data for up to one year. Thereafter the data will be deleted if no contact has been made during this time. Without your consent, your personal data will be immediately destroyed.

Your personal data is stored and protected in an optimal way against any unlawful use. To do this, we resort to physical, administrative and technological measures.

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Your rights

- Right to be forgotten: without your consent, ALIPA Group will not use your personal data. Moreover, you have the right to oppose the retention or use of certain data.
- Right to modification/deletion: simply send an email or contact the person referred to at the end of this document in order to modify or delete your personal data.
- Right to inspection: you have access to your application file.

Contact for further information

The Data Protection Officer is: Fabienne Annet.
Please send your questions to: gdpr@alipa.lu