



Privacy Policy  
Recruitment and Selection

Ambuce Rescue Team

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## 1 About us: Ambuce Rescue Team

The Ambuce Rescue Team (hereafter referred to as: ART\*) is an organisation that takes care of urgent and non-urgent transport of patients, preventive assistance and repatriation over all of Belgium and is the collective term of the following enterprises:

**ART** (Ambuce Rescue Team NV), Bijkhoevelaan 8, 2110 Wijnegem, BE 0878 991 927

**ATE** (Ambuce training and education VZW), Bijkhoevelaan 8, 2110 Wijnegem, BE 0477 280 481

**AMB** (Ambumed vzw - Medical and paramedical association for urgent medical assistance and professional transport of patients), Bijkhoevelaan 8B, 2110 Wijnegem, BE 0469 789 014

In this capacity ART\* will process personal data as data processor in the sense of the General Data Protection Regulations (GDPR).

ART\* has established the present privacy policy in order to inform you about the obtaining, the use and the management of your personal data in the context of your application/selection procedure. The company understands your concern with regard to the processing of your personal data and therefore wishes to inform you fully by indicating clearly for which purposes ART\* processes your personal data, to whom they are transferred and the appropriate guarantees that are offered in accordance with the General Data Protection Regulations (GDPR).

The submission of the CV and the continuation of the selection procedure implies the acceptance of this policy and the processing of your personal data by ART\*.

The applicant is obliged to cooperate in good faith in the selection procedure and to provide all necessary information about professional and study history, when this relates to the nature and conditions of performance of the position. The applicant may not divulge confidential information of which he would have become aware as a result of the recruitment and selection procedure.

By applying for a job at ART\*, the applicant acknowledges having read this policy and understanding how the company processes his or her personal data.

If you have any questions or comments about the processing of your personal data, you can always contact the Data Protection Officer (hereafter referred to as: DPO) of ART\* on [dpo@ambuce.be](mailto:dpo@ambuce.be)

This privacy policy was last updated on 15/05/2023.

## 2 Basic principles

We process your personal data because we have or have had a direct or indirect relationship with you.

When processing your personal data, we always take the following basic principles into account:

- We will always explain clearly and transparently what we use the personal data for.
- We only process the data that we strictly need to enable our obligations as an employer.
- We strive to process your data accurately and correctly.
- We monitor the retention period of your data so that we do not store it longer than necessary.
- We take measures to ensure that your data is protected against unauthorized access and against loss or destruction.

We convey our responsibility for your personal data to everyone who comes into contact with it.

### 3 Which personal data are processed

#### 1. Categories of persons

This privacy policy applies to the following persons regardless of their nationality or their place of residence:

- Any natural person who, as a result of a job offer, submits his/her application with a view to obtaining the job as described in the job offer.
- Any natural person who applies spontaneously with the intention that his/her CV is included in a database intended for recruitment and selection.
- Any natural person whose CV has been transmitted to ART\* through a third party, by a recruitment firm or by recommendation.

#### 2. Categories of personal data

In the context of the application, and more specifically for the selection process, the ART\* will process, among other things, the following personal data:

- Identification data such as your surname, first name, marital status, address, date of birth, age and gender;
- Information relating to studies and training: education, training, diplomas, certificates;
- Work-related information: current position and responsibilities, prior positions and professional experience, date of departure, reason for departure, terms of employment and gross salary, salary expectations, skills and professional competence;
- Data relating to mobility (driving license, transport options);
- Data resulting from knowledge and competency tests: this data is only collected if your CV is suitable for the position after an initial analysis;
- Data obtained from a personality test: this data will only be processed if your CV has been selected for the profile you are looking for;
- Our website uses cookies that may process your personal data such as IP address, navigation on the website, ... For more information about the processing of your personal data by means of cookies, please visit our internet and cookie policy.

ART\* strives to obtain all information relevant for recruitment directly from the applicant. If ART\* deems it necessary, it will only contact one or more previous employers after your permission to request information about you and your work experience.

ART\* will not request certified copies of diplomas, certificates or certificates of the applicant before signing an employment contract. If the applicant has added documents to his application, such as copies or copies of diplomas, certificates, photographs, etc., ART\* will keep them available for a reasonable period of time if he is rejected. In case of doubt about the veracity of the submitted or sent copy, ART\* may request the applicant to submit the original document;

ART\* will only ask questions about private life that are relevant due to the nature and the conditions of performance of the position;

It is possible that ART\* will process sensitive personal data in certain cases, but this will always be kept to a minimum. In any case, ART\* will not contain so-called 'sensitive' personal data, such as racial or

ethnic origin, political opinions, religious or philosophical beliefs, health, sexual orientation, etc. during the recruitment process.

ART\* will also not process an extract from the central criminal record (formerly: proof of good conduct and morals), except for specific functions that require this by law. The company can, however, ask you to bring the extract from the central criminal record in order to merely view and return it without processing it.

## 4 The processing ground and the purposes of the processing

ART\* will only collect and process your personal data to the extent necessary for the purposes in the context of recruitment and selection. The personal data processed are proportionate to the position to be filled and are limited to the data necessary to determine to what extent your motivation, knowledge, skills, abilities and experiences match the profile of the open position for which you are applying or eligible.

The company processes the above personal data on the basis of various processing grounds as listed in art. Art. 6 (1), (a), (b), (c) and (f) and 9 (2) (b) GDPR:

- You have expressly given your consent for this
  - Example : Forwarding the CV
  - Example : inclusion in a site reserve as further explained below
- The processing is necessary to take measures before the conclusion of an employment contract between you and the company to, among other things, promote the smooth management of your employment.
  - Example: drafting an employment contract
- the processing is necessary to comply with a legal obligation to which the company is subject;
  - Example: drawing up a certificate of attendance VDAB, Actiris, Forem at the request of the applicant
  - Example: ART\* must process certain personal data on the basis of a specific legal obligation such as DGH training for 112 transport. These specific cases will always be explained in more detail in a separate interview with or note with regard to the applicant.
- the processing of your data is necessary for the representation of the legitimate interests of ART\* with a view to a proper assessment of your application, provided that the interests or fundamental rights and freedoms of the applicant do not outweigh
  - Example: forwarding your contact details to centres that conduct tests or trials, processing the results of tests or trials, forwarding your data to other services or affiliates that may be interested in your profile.

## 5 To whom will my personal data be transferred?

ART\* may be obliged to process your personal data both internally and externally in the context of your recruitment and selection. Access to your personal data is limited to persons with a function that requires the processing of that information and is in principle only transferred on a need-to-know

basis to the recipients who carry out the various processing operations in relation to the aforementioned purposes.

**a) Internal**

The Human Resources department will process your personal data in the context of your recruitment and selection procedure and will therefore have access to the personal data as listed under article 3.

As part of the selection, the manager of the department in which the vacancy is open will also have access to your personal data in the context of the application procedure in order to assess the suitability of your profile within the company and the specific department (position, work experience, training, etc.).

**b) External**

ART\* is obliged to communicate your personal data to various external companies that provide services, such as offices specialized in recruitment and selection that nominate candidates, to conduct initial interviews and to conduct personality and competence tests.

These companies are directly subject to the legal obligations of the GDPR. This implies that your personal data will be protected by these organizations according to the obligations imposed by the GDPR.

Sometimes the employer is also obliged to communicate your personal data to government authorities, whereby the employer always checks whether the (legal) conditions for this are met.

**c) Transfer of third countries**

ART\* uses a number of processors, who, on the instructions of ART\*, process data for purposes that we determine. Under no circumstances will these processors process your personal data for their own purposes. We enforce this in our contracts with these processors. ART\* will always process your personal data within the European Economic Area. Where data is processed outside the European Economic Area, all requirements of the legislation will be met in order to safeguard your rights.

## 6 The retention periods

ART\* processes your personal data for as long as they are necessary to achieve the purposes for which we need them. We use different retention periods depending on the context of the selection procedure.

**a) Candidacy for a specific vacancy**

The company's Human Resources stores your personal data processed in our recruitment and selection procedure for a period necessary for the processing of your application.

ART\* stores your personal data for a maximum period of 4 months after filling the vacancy. This allows the company to contact you in the event that the selected person is not hired or if it is decided early to stop this cooperation.

**b) Recruitment reserve**

If the company has selected a third party for a particular position, but your profile may be of interest to a similar or another position within the company, it wishes to contact you in the future for a vacancy that may interest you. The company will ask your permission to keep your profile for one year. You are always able to refuse this offer and the company will delete your personal data.

**c) Spontaneous application**

Any CV sent via a spontaneous application will be kept for a period of one year.

**d) Employment**

In the event of recruitment, the processing of your personal data by the company will be necessary for personnel management and payroll administration and the processing will be necessary for the execution of the employment contract, compliance with the legal obligations of ART\* and ART\* can invoke the legitimate interest. At the latest at the time of employment, you will be further informed about the processing of your personal data by ART\* in the context of personnel management and payroll administration.

**e) Place of storage and request for erasure**

Your personal data will be kept on the Microsoft server.

If you wish, you can submit an explicit request to delete your CV before the end of this retention period by following the procedure described in article 7.

## 7 What rights do you have and how do you exercise them?

As a data subject, you have various rights that you can exercise with regard to the processing of your personal data. ART\* will at all times communicate clearly and transparently which rights do not apply, this depends on the specific purpose of the processing of your personal data. Any right below can be exercised by sending an email to [dpo@ambuce.be](mailto:dpo@ambuce.be).

### 7.1. Access to your personal data.

You have the right to inspect all personal data that we process about you. You can also receive a copy of this that we will send you on paper or digitally.

### 7.2. Correcting your personal data.

You have the right to ask us to amend your personal data if they are incorrect or incomplete. You may also request that your personal data be temporarily disused until it is correct or complete.

### 7.3. Erasure of your personal data.

You have the right to request that your personal data be deleted if it is no longer necessary in light of the purposes of our processing of personal data.

**Please note:** When data must be retained to comply with legal or other obligations applicable to ART\*, we may not be able to delete the data. In that case, we will justify the refusal of your request.

#### 7.4. Object to the processing of your personal data.

You also have the right to object to processing carried out on the basis of the public interest or legitimate interest.

**Please note:** However, this does not mean that ART\* is obliged to stop processing – this must be assessed in function of each specific situation. In that case, we will justify the refusal of your request.

### 8 Guarantees

ART\* attaches great importance to the protection of your personal data and therefore takes appropriate technical and organizational measures to secure your personal data and in particular to protect them against loss, alteration or unauthorized access.

ART\* therefore limits the access rights to your personal data to those services and/or persons for whom access is required to fulfil the aforementioned purposes. It shall also be ensured that only those personal data that are required to achieve the more specific purposes are passed on. These access restrictions reduce the risks of loss or unauthorized access to the personal data.

The persons who have access to the personal data have or will undergo training in the context of the processing of personal data and how to handle your personal data and are bound by confidentiality clauses to ensure the integrity and confidentiality of your data.

### 9 Lodge a complaint at the supervisory authority

If you are not satisfied with the way in which your personal data is handled, you can file a complaint with the Data Protection Authority in Belgium via <https://www.dataprotectionauthority.be/citizen/actions/lodge-a-complaint>. For more information you can always visit [www.dataprotectionauthority.be](http://www.dataprotectionauthority.be).