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confidence

Distribution: N/A

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## Call for Candidates Privacy Disclaimer

This statement discloses the information handling practices for the present call for candidates organised by CONSEIL EUROPEEN DES PAIEMENTS (EUROPEAN PAYMENTS COUNCIL), an international not-for-profit association (Association Internationale sans but lucratif, AISBL) established under and governed by Belgian law, with registered address at Cours Saint-Michel 30, B-1040 Brussels, Belgium, Enterprise N° 0873.268.927, hereafter referred to as "EPC".

The sections below refer to the EPC's specific obligations in relation to the processing of personal data (i.e. any information relating to an identified or identifiable individual, such as your name, email address, etc.) pursuant to applicable privacy legislation, notably the Belgian Privacy Act (Act of 8 December on the protection in relation to the processing of personal data) and the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/79) as of its implementation on 25 May 2018.

By responding to the present call for candidates, you fully and unconditionally accept the terms of this Privacy Disclaimer.

### Personal data

If you wish to apply to an EPC body you are requested to provide us with a detailed and up-to-date CV in English - including contact details - in accordance with the attached minimum CV requirements and the attached Terms of Reference.

By providing personal data related to your application, you allow the EPC to collect and process, for the purposes mentioned below, the following information:

- identification data, such as surname and first name, title, e-mail address, telephone number, mobile number, fax number, company name, department, position, company address, date of birth, etc.;
- your CV and/ or any other information related to your professional or educational background;
- communications between yourself and the EPC;
- any other information voluntarily shared by yourself with the EPC.

The EPC will process any personal data it would receive in full compliance with EU and Belgian applicable privacy legislation.

Persons under the age of 18 and persons who do not have full legal capacity are not permitted to communicate their personal data to the EPC.

If you share personal data of another person, for example one of your employees, you agree to take all measures required in respect of the processing of such person's personal data as set out in applicable privacy legislation, notably



the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/79) as of its implementation on 25 May 2018.

### **Purposes of processing**

We collect and processes the personal data you share as part of the application process in particular for the following purposes:

- to process your application in accordance with established EPC procedures as set out in the EPC Charter and Internal Rules, and the relevant EPC body's terms of reference;
- upon acceptance of your application, to contact you and support you as required in the course of the activities of the relevant EPC body (email distribution list, Extranet access, meeting invitations, etc.);
- to fulfil requests sent to the EPC Secretariat;
- for any other purpose for which you have expressly consented.

We will only collect personal data which are strictly necessary to achieve the purposes for which the personal data have been collected.

As a matter of principle the EPC will not process personal data for direct marketing purposes, apart from registrations to the EPC newsletter. When you no longer wish to receive the EPC newsletter, you may unsubscribe at any time, upon request and free of charge. To do so, you should send your unambiguous request to the following address: [secretariat@epc-cep.eu](mailto:secretariat@epc-cep.eu).

The EPC will not share with or transfer to third parties any information you provide, except as set out in this Privacy Disclaimer.

### **Information security and integrity**

We intend to protect your personal information and to maintain its integrity. We implement appropriate measures and processes to help us to keep your information secure and to maintain its integrity (i.e. as far as reasonably practical ensuring the absence of intentional or accidental changes to its content, context, structure and appearance).

### **Retention period**

If your application is accepted, the personal data collected as part of the application process is retained throughout the period of your membership of the relevant EPC body and up to three (3) months after your departure.

If your application is not withheld, the personal data collected as part of the application process shall be deleted within three (3) months after the decision not to accept the application.

### **Rights of users - Contact**

If you have submitted personal data about yourself to the EPC, you may at any time request to access, verify, amend or delete such personal data or parts thereof.

If you wish to access, correct or delete any of your personal data held by the EPC, or if you have any questions or concerns about the EPC Data Protection and Privacy Policy, or if you have any other questions regarding the above, please contact us via email at [secretariat@epc-cep.eu](mailto:secretariat@epc-cep.eu).