

Public – Internal Use – Confidential – Strictest
confidence

Distribution: N/A

EPC Vacancies Privacy Disclaimer

This statement discloses the information handling practices for the present selection procedure related to a job vacancy 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 General Data Protection Regulation (Regulation (EU) 2016/79, 'GDPR') and the Belgian GDPR Implementation Act (Act of 30 July 2018 on the protection of natural persons with regard to the processing of personal data), as amended from time to time.

By responding to the vacancy, you fully and unconditionally accept the terms of this Privacy Disclaimer.

Personal data

If you wish to apply to an EPC job vacancy, you are requested to provide us with a detailed and up-to-date CV in English, including contact details.

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, e-mail address, telephone number, mobile number, address, etc.;
- your CV and/ or any other information related to your professional and 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.

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;



- 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.

The EPC will not share with or transfer to third parties any information you provide.

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, and you agree to a job offer, the personal data collected as part of the application process is retained throughout the period of your employment and up to five (5) years after your departure (unless required for future processing purposes, e.g. pension scheme).

If your application is not withheld, the personal data collected as part of the application process is retained up to twelve (12) months after the formal decision is taken not to offer an appointment, for potential use in case of another relevant job vacancy appearing during that period.

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.