

TERMS AND CONDITIONS AND PRIVACY POLICY FOR THE PROCESSING OF APPLICANTS' PERSONAL DATA

General

The protection of every applicant's privacy is a serious concern for the University of Antwerp. We always process the information and personal data collected during recruitment and selection processes in accordance with the applicable legislation. We also take every appropriate security measure to protect your data.

In this section, we provide information about how the University of Antwerp collects and processes personal data. You will also learn more about your rights and how you can exercise them.

What do we use your personal data for?

The University of Antwerp collects, processes and stores personal data in order to enable high-quality, efficient and effective recruitment and selection processes.

We may use your information to assess your suitability for a particular position or assignment; to contact you; to carry out and monitor the selection process (including screening, interviews, tests and/or assessments); and to prepare your recruitment or your employment contract.

In addition, we may use your personal data to inform you about future vacancies or to develop a recruitment pool for similar vacancies.

The data you provide are also used to analyse and improve the University of Antwerp's recruitment and selection process. Using your demographic data and subjecting it to statistical processing, we can verify whether the applicant population is a reflection of the population as a whole and take actions to optimise applicant inflow and equal opportunities for all.

What data do we collect?

The information collected includes data relating to your candidate profile, such as your name, address, email address and telephone number, as well as job application data, such as your cover letter, curriculum vitae, qualifications, and so on.

How do we collect your personal data?

The University of Antwerp uses an e-recruitment system to collect and process your personal data. In addition to the registrations and job applications you submit through the online application platform, we also collect data through other elements, such as emails, personal meetings, telephone conversations, video conversations and possibly also screening tools (tests, questionnaires, assessments, etc.). Furthermore, the University of Antwerp may check and contact the references you have provided, and may receive information from external recruitment and selection agencies, possibly enriched with relevant publicly available information.

Who has access to your personal data?

The University of Antwerp will only share the personal data provided by you with University of Antwerp staff.

To the extent that this is relevant to the selection procedure, the University of Antwerp may share your data with third parties, such as external jurors, assessment agencies and test providers. Only the data relevant to the performance of the task will be made available.

In addition, it is possible that your data may be shared with third parties in the context of legal obligations.

How long will we store your data?

We will not store your data any longer than necessary for the purposes specified.

Your job application details will be stored at least for the duration of the selection procedure, and will be deleted in accordance with applicable statutory and legal requirements.

Generally speaking, we store your data for five years, starting from the time of registration and each new job application. For quality control purposes, your data may be processed statistically after the initial period of five years. In that case, the University of Antwerp uses pseudonymised personal data.

Job alerts, which you can set up yourself in your account so that you are automatically alerted about new jobs matching your search query, are automatically deleted after one year.

How can you exercise your rights?

As a job applicant, you are entitled to information and access to the personal data you have provided. If you are registered as a job applicant in the University of Antwerp's e-recruitment system, you can use your online account to manage some of your personal data yourself and view your job applications. Please send any other requests to correct, supplement, delete or restrict your personal data to the Human Resources Department. You can also request the transfer of your personal data, insofar as this is technically possible, and withdraw your consent to the processing of your personal data.

To exercise your rights as an applicant, please contact vacatures@uantwerpen.be.

Who can you contact if you have a question or complaint?

Please visit the following website for more information about the University of Antwerp's privacy statement: <https://www.uantwerpen.be/en/about-uantwerp/mission-vision/privacy-policy/>

If you have any questions about the use of your personal data in the context of recruitment and selection procedures or the e-recruitment system, please contact the University of Antwerp's Human Resources Department by emailing vacatures@uantwerpen.be or by visiting our offices at Middelheimlaan 1, 2020 Antwerp.

If you have any questions or comments about the protection of your personal data, you can also contact the University of Antwerp's Data Protection Officer, whose email address is privacy@uantwerpen.be and whose office is located at Venusstraat 35, 2000 Antwerp.

You can also submit a complaint to the Data Protection Authority (DPA).