



# ECF Recruitment Candidate Privacy Notice

April 2024

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## 1. Introduction and purpose of the Recruitment Candidate Privacy Notice

This privacy notice provides Stichting European Climate Foundation's (the "ECF") policy on collecting and processing **recruitment candidate personal data**. For the purposes of this privacy notice, recruitment candidate personal data means **any information that directly or indirectly identifies a candidate**.

The ECF, as data controller, is responsible for determining the purpose and means of processing recruitment candidate personal data. The ECF is obliged under data protection legislation to notify you of the information contained herein.

It is important to be aware of how your personal data is processed, and this notice should be read in conjunction with any other specific notification provided around personal data processing.

## 2. What personal data do we collect?

During the recruitment process you may be asked to provide information that enables the ECF to assess your suitability for certain positions.

Information that may be processed includes the following personal data:

1. Personal contact details such as name, title, address, phone number, email addresses
2. Language
3. CV details – including professional experience and education
4. Salary expectations
5. References
6. Previous employment details
7. Proof of qualifications required for the vacancy. E.g. training completion certificate or diploma.

### 3. How do we collect your personal data?

- Directly from you, the recruitment candidate.
- Through a third-party such as a recruitment agency or a consultancy firm.
- From different career-oriented platforms and websites.
- From your references or previous employers, to the extent permitted by applicable law.

### 4. How do we use your personal data?

We only use your personal information when we have a lawful basis to do so.

In the recruitment context the most common legal reasons to do so are:

- The legitimate interest for recruitment and management purposes.
- For entering into and managing a contract or employment relationship.
- For compliance with our legal obligations.
- Your specific and informed consent.

Examples of situations in which we would process your personal data would be:

- Recruitment process
- Reference/employment checks
- Contract administration
- Conducting data analysis
- If making a data subject access request
- Communications

## 5. How do we store your personal data?

Personal information is stored in accordance with the purpose of collection. Candidate data will be kept for one year after the last update of your recruitment candidate profile. Successful applicants' personal data will be further stored in accordance with the ECF Employee Privacy Notice and any additional personal data collected will be processed as Employee personal data.

All internal or external platforms, software, or any other methods of storage have the necessary technical measures in place to ensure the data is protected.

## 6. Who do we share your personal data with?

The ECF will, where needed, share your personal information with third-parties, including service providers, when necessary to carry out the recruitment process.

All third-parties receiving personal information are obligated to handle your personal data in accordance with data protection legislation. Even in rare instances when third-parties are located outside of the EU.

Our current data processors are listed below:

- Cezanne
- Talogy for managerial positions
- DocuSign

## 7. What are your data protection rights?

Under *certain circumstances*, every **ECF recruitment candidate** is entitled to the following:

- The **right to access** – You may request access to the personal information that the ECF holds on you – this is known as a *data subject access request*.
- The **right to rectification** – You may request that the ECF corrects any personal information it holds about you that you believe to be *inaccurate* or *incomplete*.
- The **right to erasure** – You may request that the ECF **deletes** or **removes** any personal information where there is no good reason for the ECF to continue to process it. You also have the right to request erasure of personal information where you have exercised your **right to object** to processing (see below).
- The **right to object to processing** – You have the right to object to processing of your personal information, where the ECF is **relying on legitimate interest**, and your particular situation provides you with a reason to object to processing on this ground.

- The **right to restrict processing** – You may request that the ECF **suspends** the processing of your personal information, in order to establish the **accuracy** of information, determine the **purpose of** processing, or for another legitimate reason.
- The **right to data portability** – You may request the transfer of your personal data to another party, or directly to you, under certain circumstances.
- The **right to withdraw consent** at any time and without detriment.

## 8. Updates to this privacy notice

We will revise or update this recruitment candidate privacy notice if our practices change, or we develop additional processing operations. Please refer to this page for the latest information and the effective date of any changes.

If we decide to change this recruitment candidate privacy notice, we will post a new privacy notice on our website and change the date at the bottom. Changes to the privacy notice will not apply retroactively.

## 9. Contact us

The controller of your personal data, under applicable data protection legislation and in regard to the processing of ECF recruitment candidate personal data is:

Stichting European Climate Foundation, with its address at:

Riviermarkt 5, 2513 AM  
The Hague, The Netherlands

Any questions or requests in relation to your data protection rights can be sent by email to: [privacy@europeanclimate.org](mailto:privacy@europeanclimate.org)

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