

EAT Privacy Statement – Recruitment and Hiring

Introduction

EAT is obliged to process all personal data in a responsible manner. Personal data shall only be collected, used or processed for a specified, explicit and legitimate purpose justified by the activities of EAT.

If you choose to apply to a position in EAT via the instructions given in our job postings, we collect and process your personal data for recruiting and hiring related purposes.

What type of information do we collect?

The following categories of data will be collected by EAT:

- General contact information such as name, address, email address, phone number, picture and date of birth, list not exhaustive.
- Data you submit in resumes, CVs, letters, writing samples, or other written materials
- Data generated by interviewers and recruiters, based on their interactions with you
- Data provided by third-party placement firms, recruiters, or job-search websites, where applicable
- Recommendations provided on your behalf by others
- Documentation required under immigration laws
- Data about your prior employment and education
- Data generated by your participation in psychological, technical or behavioural assessment. You will receive information about the nature and reason of such assessments before you participate in any of them.

What will EAT do with your personal information?

EAT will use your personal data for the following purposes and on the following legal bases:

Purpose	Legal basis
Assess your application and suitability for employment for the role, temporary or permanent, for which you are applying.	Justified on the basis of EAT's legitimate interests of ensuring that we recruit the appropriate employees.
Manage your application.	Justified on the basis of EAT's legitimate interests of ensuring that we recruit the appropriate employees.

Facilitate communication with you.	Justified on the basis of EAT's legitimate interests to ensure proper communication within the organization and with you.
Perform administrative functions (e.g. reimburse you for interview-related expenses).	Justified on the basis of EAT's legitimate interests of ensuring that we recruit the appropriate employees.
Perform data analytics, including analysis of our applicant pool in order to better understand who is applying to positions at EAT and how to attract top talent.	Justified on the basis of EAT's legitimate interests of continuously improving our recruitment processes.
Perform any legally required reporting and respond to legal process.	Compliance with a legal obligation.

The basis for processing personal data for recruitment purposes in EAT is consent.

Your personal information will not be used for any other purpose and will not be disclosed to other organizations or external parties unless you consent to it in advance.

By submitting your information, you acknowledge that all representations made by you are true and correct to the best of your knowledge and belief, and you have not knowingly omitted any related information of an adverse nature. Providing any inaccurate information may make you ineligible for employment.

Who will have access to your personal data?

Access to your personal data will be restricted to minimize the number of people in EAT's organization who need it for the purposes set out in this Privacy Statement.

Information related to the individual candidate is stored in a restricted access location. Access is given to persons who are either involved in the recruitment process and/or have decision making power for employment. This may include your potential future managers, personnel in HR, IT, Operations, Finance and Accounting.

How can you administer information about you?

You can request access to the personal data we have on you and get information about how the data is processed. If any information that we have on you is inaccurate, incomplete or irrelevant, you may require it to be corrected, supplemented or deleted in accordance with applicable laws and regulations.

Please contact the hiring manager for the relevant position you applied for to view, change or request the deletion of your personal information. The hiring manager is reached on cv@eatforum.org. Ensure to enter the job title of the position you applied for in the subject line of the email.

Do you have to share the personal information requested?

You are not required to provide any requested information to EAT but failing to do so may result in not being able to continue your candidacy for the job for which you have applied.

What is the retention and deletion periods related to my application?

All personal data relevant for the recruitment purpose is saved in a restricted access location with EAT for up to 3 months following the job application due date. The information is thereafter deleted. We do not save applications for possible future job openings.

The candidate must contact EAT him/herself if the candidate wishes to delete the information ahead of the standard deletion time.

If a candidate is given, and accepts an offer of employment by EAT, personal data collected during your pre-employment period will become part of EAT's personnel records, to be retained throughout and for a period after your employment with EAT ends.

Contact point

Responsible party: EAT

If you have a question, comment, or complaint you may contact us in EAT on cv@eatforum.org.