

GDPR - IVEX recruitment and hiring processes

Objective:

In order to comply with the general GDPR rules¹, IVEX clarifies in this Policy which data IVEX collects, where this data is gathered and for which purpose the data is processed in the context of its recruitment processes.

I. RECRUITMENT PROCESS

How does the recruitment process work?

The recruitment process, implies a.o. the following actions: CV assessment, interviews, technical assignments and reference checks.

Which personal data will be collected during the recruitment process?

IVEX gathers all relevant information which allows the recruitment team to assess if the candidate meets the job requirements and if the candidate will fit in the current team.

This means that for example the following types of data will be collected:

- candidate's curriculum vitae and the date of birth
- general contact details, such as the identity, the address, e-mail address, telephone number, etc.
- all types of communication during the recruitment process, such as e-mail exchanges, LinkedIn messages, texts, etc.
- technical assignment report that the applicant is invited to complete
- reference checks: name, email, telephone number, name of his/her company, his/her function of the leaders and/or the coworkers who worked with the applicant prior to IVEX and all information exchanged in conversations between IVEX's hiring team and these people

Where will IVEX collect information and personal data?

IVEX gathers the applicant's personal information via one or more of these mediums:

- LinkedIn private message to IVEX's hiring manager or IVEX's employees
- LinkedIn job offer form
- job application form from the 'Career' session on the IVEX website
- e-mail to corporate e-mail of IVEX's hiring manager or IVEX's employees

¹ Regulation (EU) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data; The Law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data; the CBA n° 38 of 6 December 1983 on the recruitment of employees

- information from referees

What is the retention period for the data collected through the recruitment process?

A candidate's data is stored for a maximum period of 3 years and is deleted afterwards. If the candidate becomes part of IVEX's services providers or employees IVEX keeps this information in its database.

II. HIRING & EMPLOYMENT

As an employer, IVEX must comply with legal and contractual obligations, which justify the processing of personal data. Furthermore, data will also be processed as a part of IVEX general HR policy.

Which additional data will be collected upon hiring and during the employment at IVEX?

In the context of the **IVEX's hiring process** some additional information to the list above is gathered from the same mediums and from IVEX's internal means of communications such as corporate e-mails and Slack messages exchanges etc.

- Copies of official documents, such as: ID, passport, work permits, VISA and VISA application documentation, driver's license, diploma's, etc.
- General employment information, such as: employment contracts, sick notes, holiday requests, equipment form, professional email and Slack profile, etc.
- Information needed for payroll purposes such as bank account, family composition, address, etc.
- Information needed to organize business travel, such as: airline affiliation number, passport etc.
- any performance information or information that refers to employee's actions binding to the employment.
- Monitoring data: access registration, time recording, IT-logs, etc.

Will IVEX share data outside of the organization?

IVEX may share personal data in the context of the execution of the employment contract, for purposes, such as:

- payroll management
- work safety compliance
- insurances
- general and birthday celebrations
- business trips

- client relationships
- project and product management
- media business communications
- training and development
- Etc.

What is the retention period for the employee data?

An employee's data is stored for a maximum period of 5 years following the termination of the employment contract, unless ongoing legal proceedings would justify a longer retention period.

III. GENERAL INFORMATION

Who is involved in the recruitment process and who is the Data Controller?

IVEX's hiring team, which is designated on the occasion of the recruitment process, as well as management will have access to the personal data of a job applicant.

The Data Controller is IVEX:
<https://kbopub.economie.fgov.be/kbopub/toonvestigingsps.html?lang=en&vestigingsnummer=2270796130>

The relevant email address is: datacontroller@ivex.ai

What are my rights?

As a data subject you have the following rights:

- Obtaining confirmation of data processing, accessing personal data at reasonable intervals and requesting a copy of it;
- Requesting rectification of personal data;
- Requesting erasure of personal data;
- Withdrawal of his consent to data processing;
- Objecting to the processing on the grounds of legitimate interest (the processing is stopped unless there are compelling legitimate interests) or in case of direct marketing;
- Asking for the restriction of personal data;
- Asking to transfer the personal data;
- Filing a complaint with the Belgian data protection authority: <https://www.dataprotectionauthority.be>, or with IVEX directly at the following e-mail address: datacontroller@ivex.ai

What are my obligations as an IVEX employee regarding personal data of other people?

Employees must consider all data, including personal data, collected through the execution of the employment contract as confidential. They must exercise discretion regarding non-public data.

The Employee may moreover only process personal data insofar as such processing is necessary for the proper performance of his job. Consequently, it is not allowed to consult, copy, transmit or disclose any data if none of these processing operations is necessary for the proper performance of the employment contract.

If an Employee has knowledge of a data breach, he will immediately inform IVEX' General Manager.

This Policy was first drafted in November 2023 and may be updated from time to time. The current version dates from September 2026.