

Information notice on personal data treatment in the context of recruitment

HITEC Luxembourg S.A. handles all applications received with the highest degree of professionalism and confidentiality throughout the recruitment process, in accordance with the applicable data protection legislation, and more specifically the General Data Protection Regulation EU 2016/679.

This Information notice provides information on the processing of personal data during the selection and recruitment process of candidates by HITEC Luxembourg S.A., regardless of the type of application (permanent, fixed-term contract, internship or student job).

1. Who will handle the applicant's personal data?

Only authorized persons at HITEC Luxembourg S.A. may have access to the applicant's personal data for strictly internal purposes.

As the IT department of HITEC Luxembourg S.A. carries out the IT maintenance of the systems, it is possible that, in exceptional cases, data may be temporarily accessible by the IT specialist in charge of maintenance in case of technical problems.

The candidate's personal data will not be transferred to any other third party, unless HITEC Luxembourg S.A. is under an obligation to transmit the data at the request of governmental or judicial authorities under applicable laws.

2. What categories of personal data are processed?

As part of the recruitment process, HITEC Luxembourg S.A. collects and processes data requested or voluntarily provided directly by the applicant. This data includes:

- Identification data (surname, first name, date and place of birth if applicable)
- Contact information (postal address, email address, telephone number)
- Nationality, if provided by the applicant
- Information about past work experience (profile, previous employers, termination of last jobs and work done, projects managed, ...)
- Information about the candidate's education (diplomas, certificates, internships, special training)
- Language skills
- If applicable, the existence of a work and/or residence permit in the European Economic Area (EEA)
- Photograph if the applicant chooses to include one on his/her Curriculum Vitae
- Hobbies and interests, if indicated by the candidate on his/her Curriculum Vitae
- Information about professional references
- School certificate for applications for internships or student jobs
- If applicable, if required in the job offer or communicated prior to the interview, the results of tests/exercises that may be performed during the selection process
- Presence on certain social networks insofar as this presence is accessible to the public and related to the professional activity of the candidate

- Any other personal data communicated by the candidate via his/her Curriculum Vitae and/or cover letter or which would require processing by law
- Handwritten notes taken by the selection committee during the interview
- Cover letter (handwritten)
- In general, any information that the candidate has spontaneously and voluntarily transmitted at the time of his/her application

3. Are sensitive data collected during the recruitment process?

HITEC Luxembourg S.A. does not request or collect any sensitive data from the applicant, such as data indicating ethnic or racial origin, political opinions, religious or philosophical beliefs, trade union membership, sexual life or orientation or health.

If, for particular reasons, the processing of sensitive data should be necessary with regard to labor law, the candidate will be informed in advance.

However, in accordance with labor law, the successful candidate is obliged to have a medical examination and to provide HITEC Luxembourg S.A. with evidence of suitability for work issued by the occupational physician.

Please note that if you decide to voluntarily provide sensitive data not requested by HITEC Luxembourg S.A., you consent to the processing of such data by HITEC Luxembourg S.A., for selection and recruitment purposes.

4. What are the purposes of the processing and the applicable legal basis?

The personal data provided by the applicant in support of his/her application are processed solely for the purpose of the selection and recruitment process, namely

- The registration of the application
- Assessment of the suitability of the application with regard to the opportunities available within HITEC Luxembourg S.A.
- communication during HITEC Luxembourg S.A. selection and recruitment procedures
- If necessary, contacting the candidate with a view to organizing one or more interviews and/or scheduling test(s)
- The preparation, as the case may be, of an employment/temporary employment/apprenticeship/student/internship contract for the selected candidates
- Where applicable, in the event of recruitment, the compilation of a personal file

HITEC Luxembourg S.A. thus has a legitimate interest in being able to assess the applications submitted to it in order to fill vacancies. The processing of the applicant's personal data is also necessary in order to be able to take steps prior to the conclusion of an employment contract, a temporary employment contract, an apprenticeship contract, a student contract or an internship agreement, as the case may be.

5. How long will the personal data be kept?

HITEC Luxembourg S.A. will only keep candidates' data for as long as it is required for the purposes set out in point 4.

Successful candidates at the end of the selection process for a position will have their personal data kept in their personal file as an employee of HITEC Luxembourg S.A. for the legally required period.

For internships and student jobs, the data will be kept in the temporary file of the intern or student.

If the application is rejected, HITEC Luxembourg S.A. shall still have a legitimate interest in keeping the data of certain candidates for a given period, unless the candidate expresses an objection, in order to be able to contact candidates in the future whose profile corresponds to the one sought for new job offers.

6. Does HITEC Luxembourg S.A. use automated decision making?

HITEC Luxembourg S.A. does not use automated decision making in the selection and recruitment process.

7. What are the applicant's rights regarding the protection of personal data?

In accordance with the applicable data protection legislation, you have the following rights as a candidate:

- The right to access, rectify and/or if applicable, the right to erase your personal data
- The right to request the limitation of the processing or to object on legitimate grounds to the processing of your personal data
- The right to make a complaint to the CNPD regarding the processing of your personal data by HITEC Luxembourg S.A.

If you have any queries regarding the processing of your personal data by HITEC Luxembourg S.A. or if you wish to exercise your rights, the applicant may contact the Data Protection Officer (DPO) of HITEC Luxembourg S.A. by e-mail at: dpo@hitec.lu or by dated and signed letter to the address

HITEC Luxembourg S.A.
49, rue du Baerendall
L-8212 Mamer, Luxembourg

Any request to exercise your rights will only be considered if accompanied by a copy of your identity document (valid identity card or passport). HITEC Luxembourg S.A. may modify this notice at any time in order to adapt it to changes in processing that may occur in the future or in order to comply with legislation.