

What are the purposes and principles of the processing of these personal data?

The following diagram shows exactly which personal data we will process, why we will do this, and what legal grounds we have for doing so.

What data do we process?	Why?	Based on what legal grounds?
<ul style="list-style-type: none"> ● given name ● surname ● gender ● telephone number ● email address ● home address 	Correspondence, schedule and work mediation (we help you find work)	Necessary to implement the agreement*
<ul style="list-style-type: none"> ● CV ● education (studies, training, courses) ● professional experience (work, internships, volunteering) ● references (from other employers) ● languages ● certificate and diplomas ● possession of a driving license and car ● cover letters and correspondence concerning applications ● employment relationships ● position ● regions ● applications 	Employment mediation	Necessary to implement the agreement*
<ul style="list-style-type: none"> ● passport photo (voluntarily uploaded, without consequences if you refuse). Potential partners can see your photo. 	Employment mediation	Permission**
<ul style="list-style-type: none"> ● Completed education and courses ● training agreements ● test and test results at or through YoungCapital 	Personal development and employment mediation	Necessary to implement the agreement*
<ul style="list-style-type: none"> ● employment agreements ● secondment agreements 	Starting at a partner	Necessary to implement the

<ul style="list-style-type: none"> • CoGC (VOG) • other screenings, including results • other forms and agreements 		agreement*
<ul style="list-style-type: none"> • initials and surname • date of birth • address • CSN • additional employment and salary agreements • effective date of employment • leave, illness and pension obligations • working hours and hours worked • copy of bank card and effective date of bank details • payroll tax statements, such as payroll tax credits • payment frequency • payslips and annual statements • expense claims, including attachments • type of identification document; and copy of identification document (including CSN) • country (nationality) 	Identification and personnel, salary and tax records	Necessary to implement the agreement or to protect a legitimate interest we may have***
<ul style="list-style-type: none"> • absenteeism frequency • payment data 	Absenteeism, personnel and salary records	Necessary to implement the agreement*
<ul style="list-style-type: none"> • complaints • warnings • reports of assessment or performance interviews • personal work notes of the recruiter 	Personnel records (creating personnel file)	Necessary to implement the agreement*
<p>Opt-in data:</p> <ul style="list-style-type: none"> • email address • date • status (registered or deregistered) • how obtained • for what purposes 	Receiving emails, such as vacancy alerts	Permission**
<ul style="list-style-type: none"> • date of registration • date of last login • date of last change 	Account management	Necessary to implement the agreement*

* **Necessary to implement the agreement.** These are the terms of use (agreement) you accept when you register. We must process your personal data to help you find a new job or to be able to offer you a certain feature.****Permission.** You give permission for the processing of certain types of personal data. You can revoke this permission at any time. *** **Necessary to protect a legitimate interest we may have.** The processing is necessary to protect our legitimate interests. For example, our obligation to demonstrate that we have checked whether the provided bank account is actually held by you.