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MAINSYS

Recruitment Privacy Policy

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Recruitment Privacy Policy

1. INTRODUCTION

This **MAINSYS Recruitment Privacy Policy** (hereinafter referred to as "**the Policy**") describes the confidentiality and security practices applied by MAINSYS Group SA/NV on its own behalf and/or on behalf of its subsidiaries (hereinafter together referred to as "**MAINSYS**" or "**We/Us/Our/Ours**"), when *processing¹ personal data* carried out during its recruitment-related activities, i.e., the collection, the use and the management of personal information relating to natural persons applying for a position with MAINSYS or any *data subject* directly or indirectly concerned by such activities (hereinafter referred to as "**the Candidate**" or "**You/Your/Yours**"), both online and offline.

This Policy also explains the rights You have in relation to such processing of personal data (also referred to as "personal information"), as well as how You can exercise these rights and with whom.

MAINSYS undertakes to rigorously respect all applicable legal provisions relating to the protection of personal data within the framework of the collection and processing of Your personal data and this at all stages of the recruitment process.

This Policy contains and describes:

- Chapter 1: The identification of the data **Controller(s)**
- Chapter 2: The **nature of the personal data** processed about You
- Chapter 3: The **legal basis** and **purposes of the processing** of Your personal data
- Chapter 4: **Your rights** as a data subject
- Chapter 5: The **guarantees and security measures** put in place by MAINSYS
- Chapter 6: The **data retention period** applied to Your personal data
- Chapter 7: The rules for **exchanging or sharing Your data** (internally or externally)

This Policy **applies to all persons applying for a job position at MAINSYS**, but also to natural persons:

- who visit the page '[Careers](#)' of the MAINSYS website and/or its social networks (MAINSYS accounts) and who voluntarily and spontaneously submit personal data to Us via these means of communication;
- who are no longer candidates for an open and/or current position, but for whom MAINSYS is still legally required to retain certain data or has obtained express *consent* to do so (e.g., for the constitution of a recruitment reserve);
- who are still in contact with MAINSYS, for example because they are interested in being informed during a subsequent recruitment procedure.

¹ Words in *italics* (when used for the first time in the text) are defined at the end of this Policy in the 'GDPR Glossary'.

Where in this Policy reference is made to the "Candidate", these latter categories of data subjects are also covered.

Chapitre 1 : IDENTIFICATION OF THE DATA CONTROLLER(S)

Recruitment activities at MAINSYS are carried out under the aegis of the Human Resources Department, which is a transversal service for the entire MAINSYS group, reporting to the mother-company MAINSYS GROUP SA/NV, but providing services for each of its subsidiaries in a specific manner. When a vacancy arises at MAINSYS, the MAINSYS Recruitment Manager publishes a job offer via various channels (website, social networks, etc.) at the request of one or more MAINSYS subsidiaries.

The (data) Controller is the legal entity which, alone or jointly, determines the purposes and means of the processing operation(s) involved in a recruitment activity, i.e., which decides on the creation of the processing operation, which determines the objectives (i.e., the "why") - the MAINSYS' subsidiary which issues a staffing requirement - and the way of achieving it (i.e., the "how" of the processing operation) - the HR department under MAINSYS GROUP SA - and which has real decision-making power regarding it. We therefore speak here of Joint Controllers.

When a Candidate is concerned by a job offer which may concern several MAINSYS subsidiaries, these will also be Joint Controllers.

You can find the contact details of the various subsidiaries of the MAINSYS group at the following link: [ContactUs](#).

Chapitre 2 : NATURE OF THE PERSONAL DATA PROCESSED ABOUT YOU

2.1. Nature of personal data

This Policy concerns all personal information provided to Us either directly or indirectly by You, when a job vacancy is opened at MAINSYS, for example, or by the publication or Your spontaneous application via Our website (under the '[Careers](#)' webpage or via the application form), or via a *third party* recruitment platform, a recruitment agency, during Job Days, via a social network, or when You apply spontaneously for a position at MAINSYS (via our site, directly or via one of Our employees) without a specific search being underway.

In short, these are **Candidate's personal data** (i.e., any data directly or indirectly linked to a specific person - the data subject - and relatively stable over a certain period), which may include the following categories (non-exhaustive list):

- **Identification data** (e.g., name(s)/surname(s)/first name(s), address(es), email(s), telephone number(s), date and place of birth, national registration number, identity card and/or passport number, driving license, any personal identification information voluntarily provided by the Candidate);
- **Banking or financial data** (e.g., salary expectations provided at the time of the interview; bank account number, bank details, IBAN/BIC address or beneficiary of the bank account provided by the selected Candidate when Our offer has been accepted, etc.);



- **Personal characteristics** (such as age, gender, marital status, language skills, technical skills, hobbies or lifestyle information (sports, hobbies, voluntary activities, etc.), work permits or visas, country of origin, nationality, place of residence, any disability, etc.);
- **Household composition** (e.g., marital status, identification of spouse or partner and/or children or dependents, date of birth or age of children, any disability of the latter, etc.);
- **Data relating to education, training and career** (e.g., diplomas, professional experience, references, internships or training courses completed, etc.)
- **Certain evaluation or assessment data obtained during recruitment interviews** (e.g., results of language or technical-skills tests, assessment of the Candidate's motivation, attitudes and beliefs expressed spontaneously by the Candidate during the interview, pre-employment checks, vetting or background checks, etc.).
- **Individual photo or image** enabling the Candidate to be specifically identified, made public or transmitted voluntarily by the Candidate (e.g., photo on CV, video presentation, ...);
- **Any data, information or documents provided spontaneously by the Candidate** (e.g., Curriculum Vitae, covering letter, letters of recommendation from former employers, discussions during the interview, etc.);
- Any other data relating to a successful Candidate requested by the HR Department in the information sheet sent on recruitment, which is relevant and necessary for the performance of his/her future work at MAINSYS or one of Our clients and/or to the legal, conventional or regulatory obligations applicable to MAINSYS, and for which MAINSYS or one or more of its subsidiaries will have to determine the purposes and means of its processing in their role as future employer.

2.2. Personal information and *sensitive data*

The Candidate will communicate all relevant information that MAINSYS needs to assess his/her capacity to occupy the job offered or to measure his/her professional aptitudes.

MAINSYS reserves the right to request a copy of the diplomas and/or certificates obtained if these documents are important in the function to be performed by the Candidate. In certain cases, or for certain MAINSYS subsidiaries, a check with the educational bodies issuing these diplomas or certificates may have to be carried out, subject to the express consent of the Candidate concerned. MAINSYS will treat the information collected with the required confidentiality.

MAINSYS also reserves the right to request a criminal record extract for consultation when the position to be filled requires it and only if the Candidate has been selected and has accepted the MAINSYS' offer (e.g., when he/she will access client data under a strict banking secrecy duty or a strict confidentiality obligation). It undertakes to return it to the Candidate future employee after consultation and not to take any copies.

No discriminatory hiring practices are tolerated at MAINSYS, which is why Your *sensitive data* **will be treated with the necessary degree of confidentiality and security both by duly authorized MAINSYS personnel and by its recipients (subject to professional secrecy) or third parties (by concluding specific confidentiality agreements).**



Processing of sensitive data **will only be authorized where at least one of the following conditions is met:**

- **If the Candidate has given his/her consent** to the processing of his/her sensitive data for one or more specific purposes;
- **If the processing is necessary for the purposes of complying with the obligations and exercising the rights specific to the data Controller/MAINSYS or the data subject/the Candidate**, for example in relation to employment law, social security and social protection;
- **If the processing relates to personal data which are manifestly made public by the data subject/the Candidate;**
- **If the processing is necessary for the establishment, exercise or defense of legal claims by MAINSYS or whenever the courts act in their judicial capacity.**

At the time of hiring or thereafter, when new measures might be applied, **the Candidate will provide MAINSYS with all the information necessary to complete the compulsory formalities, both in the field of social legislation, labor, or foreign law (e.g., to obtain a visa or work permit).**

2.3 Processing of personal data

Personal data is processed by MAINSYS with due care. When MAINSYS initiates a recruitment procedure, the following processing of personal data may take place: collection, organization, consultation, storage, communication, or deletion (of the Candidate's personal data).

Personal data processed by MAINSYS **may be obtained both directly from the Candidate during his/her job interview and indirectly via other information channels (e.g., social networks, recruitment and/or temporary employment agencies, references obtained by the Candidate or from professional contacts, etc.).**

If MAINSYS does not obtain the Candidate's personal data from him/herself, the Candidate is informed of this within a reasonable period (most of the time during his/her job interview or via exchanges with the person(s) in charge of recruitment at MAINSYS).

The processing of such data is governed by EU Regulation 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data (the "GDPR") and any national data protection legislation applicable to the MAINSYS subsidiary(ies) to which the Candidate applies.

You will find below further information on the Candidate's rights in relation to this (these) processing operation(s) and their security.

Chapitre 3 : LEGAL BASIS AND PURPOSES OF THE PROCESSING OF YOUR PERSONAL DATA

3.1. Legal basis for processing

Candidates' personal data collected by MAINSYS is processed on the **following legal basis:**

- By virtue of laws, regulations and instructions at sectoral, regional, national or federal and international levels relating to labor law, social security law, tax law, public health, national or local rules on immigration or work permits, etc. (e.g., in particular when the Candidate is selected and MAINSYS must take steps with the authorities responsible for granting visas or work permits);



- In certain specific cases based on the Candidate's consent (e.g., right of image, processing of sensitive data);
- When it is necessary for the performance of a contract to which the Candidate is/will be a party or for pre-contractual measures taken to meet the Candidate's needs (e.g., for the conclusion of a contract of employment or a services provision agreement, to grant extra-legal benefits in terms of health insurance or meal vouchers to the successful Candidate, etc.);
- For one or more legitimate interests pursued by the data Controller or a third party (e.g., for the constitution of a recruitment reserve), including the defense of its/their legal interests.

Where applicable, any other legal basis will be specifically communicated to the Candidate on a case-by-case basis or via an update to this Policy, which may be consulted on Our website.

3.2 Specific purposes of processing

Personal data are **mainly processed for the following purposes** (non-exhaustive list):

- Assessment of the Candidate's ability to fill the position offered;
- Measurement/evaluation of the professional skills and abilities of a Candidate;
- Searching for and identifying relevant profiles to attract or build up a pool of candidates (e.g., to constitute a Mainsys recruitment reserve);
- Pre-selection of Candidates (by the person responsible for recruitment);
- Sharing applications with MAINSYS' internal operational teams (Hiring Managers) for the second stage of selecting a Candidate;
- Resuming contact with the Candidate during a subsequent recruitment process where his/her profile could be of interest to MAINSYS;
- Management of the Candidates' GDPR rights, in particular their right of access, rectification, opposition (and keeping of an opposition register), etc.;
- Protection of the legitimate interests, assets and property of MAINSYS or its customers and business partners;
- If the Candidate is selected and has accepted the MAINSYS' offer: re-use of the data collected during the recruitment phase for HR management purposes;
- Any other purpose necessary for the performance of the tasks and missions entrusted to MAINSYS as future employer or client of the Candidate, and for which MAINSYS is responsible by virtue of legal, contractual or regulatory obligations applicable to it.

It is processed within the framework of recruitment activities, or later to draw up the employment contract (as an employee) or service contract (as an external service provider) with the Candidate, if the Candidate has been selected and has accepted the MAINSYS' offer. If this information is subsequently used for other purposes, the Candidate will be informed in due time in accordance with the legal rules.

Finally, in certain cases, the processing of personal data will be based on the Candidate's express consent (e.g., respect for the Candidate's right of image, if the CV is kept for a long time, etc.).



MAINSYS undertakes that this data will never be used for commercial prospecting purposes regarding the Candidate.

Chapitre 4 : YOUR RIGHTS AS A DATA SUBJECT

In general, if **the Candidate** wishes to make use of one of his/her rights granted by the GDPR and explained below, he/she **may send a written or electronic request either to the person responsible for recruitment / Recruitment Manager at MAINSYS via his/her contact email or the contact form under the 'Contact us' page of the MAINSYS website, or to the Data Protection Officer ('DPO') of the MAINSYS group** if the request concerns a question relating to the GDPR or an ongoing dispute on this subject via the email address dpo@mainsysgroup.com or by post to the following address:

Mainsys Group SA/NV
For the attention of the Data Protection Officer/ Legal & Compliance Officer
Bastion Tower
Place du Champ de Mars 5, b21
B-1050 Ixelles (Brussels)
Belgium

4.1. Right of access and to obtain a copy

The Candidate is **always entitled to access his/her personal data collected during the recruitment process and to request a copy.**

The Candidate has the right to access his/her personal data processed by MAINSYS and to know why MAINSYS processes these data, where they come from and who receives them.

In this case, the Candidate also has the right to know for how long MAINSYS intends to keep the data, whether the personal data might be used for automated decision-making and whether MAINSYS intends to send such personal data to a third country (outside the European Union territory).

If the Candidate makes a request, MAINSYS will provide the information requested, in writing or by electronic means, within a reasonable period and in any event within thirty (30) days, unless the period is extended for duly justified reasons. In the same way, the information may be communicated verbally, provided that the identity of the interested party has been established by the presentation of an identity document.

Candidates are also entitled to obtain a copy of their personal data processed during the recruitment process, provided that the request for a copy is reasonable and not disproportionate. If the Candidate submits his/her request electronically and does not request another means of communication, this information will be communicated to him/her in electronic form.

4.2. Right to rectification

The Candidate **may request that inaccurate or erroneous personal data concerning him/her be rectified or completed as quickly as possible.**

MAINSYS undertakes to meet this request as quickly as possible.

4.3. Right to erasure (right to be forgotten)

Subject to the application of other legal or fiscal obligations to MAINSYS, **the Candidate has in principle the right to obtain the deletion of his/her personal data.**

MAINSYS is obliged to comply with the Candidate's request within a reasonable period, including, but not limited to, in the following situations:

- When personal data are no longer necessary for the purposes for which they were collected or processed;
- Where the processing was based exclusively on the Candidate's consent and the Candidate withdraws his/her consent;
- If, for justified reasons, the Candidate objects to the processing ;
- Where MAINSYS did not have a legal basis for processing the data.

This request for the deletion of personal data can only be refused by MAINSYS if it is justified, such as when exercising or defending MAINSYS' rights in court or because of a legal obligation to retain certain data.

4.4. Right to restriction of processing

The Candidate may ask MAINSYS to process certain personal data concerning him/her only under strict conditions.

The Candidate may ask MAINSYS to restrict the processing of certain personal data concerning him/her if he/she disputes the accuracy of the data, that the processing is unlawful or that MAINSYS no longer needs the data for the purposes of processing.

In this case, personal data may only be processed under the following conditions:

- With the consent of the Candidate;
- And/or with a view to current or future legal action (against MAINSYS) or for the protection of the rights of third parties.

4.5. Right to object

In certain cases, the Candidate may object to the processing.

The Candidate has the right to object to certain processing of personal data concerning him/her, including **profiling based on these provisions or automatic decision-making concerning him/her** (e.g., if MAINSYS would be using tools or software for profiling (sorting, selecting or classifying) candidates).

The processing must then cease, unless it is necessary for compliance with social and tax legislation, for the defense of MAINSYS' or a third-party's interests or for the establishment, exercise or defense of legal claims.

4.6. Right to data portability

The Candidate may request that his/her personal data be sent to him/her.



For all processing of personal data based on express consent or on a contract, the Candidate has the right to ask MAINSYS to provide his/her electronic data in a structured, commonly used and machine-readable format. For data in paper format, a copy of the said paper document should suffice.

The Candidate also has the right to pass on these data to another potential employer or data controller.

4.7. Right to lodge a complaint

The Candidate has the **right to lodge a complaint with the relevant national supervisory authority** (normally the one of the places where the Controller(s) / MAINSYS subsidiaries are established), namely:

- **For Belgium** (in national languages only): Belgian Data Protection Authority (DPA)
(<https://www.autoriteprotectiondonnees.be/citoyen/agir/introduire-une-plainte>);
- **For France** (in French only): Commission Nationale Informatique et Libertés (CNIL)
(<https://www.cnil.fr/fr/saisir-la-cnil>)
- **For Luxembourg** : Commission Nationale pour la Protection des Données (CNPd)
(<https://cnpd.public.lu/en/particuliers/faire-valoir.html>)
- **For Portugal** (in Portuguese only): Comissão Nacional de Proteção de Dados (CNPd)
(<https://www.cnpd.pt/cidadaos/direitos/>)

The Candidate may always lodge a complaint concerning the processing of personal data with the competent authority in the Member State in which he/she is habitually resident, where he/she works or where the *breach* is alleged to have occurred.

Chapitre 5 : GUARANTEES AND SECURITY MEASURES IMPLEMENTED BY MAINSYS

5.1. Security of personal data

MAINSYS makes every effort to guarantee compliance with technical and organizational measures aimed at ensuring the security of the personal data processing. This security is guaranteed by high-tech tools and by the quality of the staff. **The members of the personnel in charge of recruitment or involved in a recruitment process are bound by a professional secrecy duty and a general obligation of confidentiality, to which the Candidate him/herself is also subject (e.g., he/she does not have the right to reveal the content of an offer of a contract of employment or of a services agreement made by MAINSYS to third parties or any confidential information of which he/she may have become aware during the recruitment process).**

When personal data is transmitted to third countries, appropriate guarantees will be offered by MAINSYS, or the Candidate's express consent will be requested.

5.2. The Data Protection Officer (or DPO) at MAINSYS

MAINSYS ensures the accuracy and relevance of the personal data processed and that it complies with the applicable regulations.

Candidates may always contact the person responsible for recruitment / Recruitment Manager to exercise their rights or request further information.

If necessary, the **Data Protection Officer of the MAINSYS group will ensure that MAINSYS respects**



the protection of personal data.

She can be contacted at any time by e-mail at dpo@mainsysgroup.com or by post at the address given at the beginning of Chapter 4.

Chapitre 6 : DATA RETENTION PERIOD OF YOUR PERSONAL DATA

The personal data processed will be kept by MAINSYS **for a period strictly necessary for the purpose of the processing operations described above**, or even **for the application of legal and regulatory provisions** (e.g., legal retention and prescription periods) if relevant **or insofar as necessary to achieve the purposes of the processing operation(s) in question**.

For any processing based exclusively on the Candidate's consent (e.g., data concerning Your image or Your voice, in a video for example, or the storage of Your CV in Our recruitment reserve), the **retention period will be a maximum of two (2) years from the last contact with You / the Candidate**, unless the authorization given by You has been provided for a longer and/or specific storage period.

Chapitre 7 : RULES RELATING TO THE EXCHANGE OR SHARING OF YOUR DATA (INTERNALLY OR EXTERNALLY)

7.1. Data consultation

Only members of the personnel authorized by MAINSYS, and persons designated by the data Controller are authorized to consult Your personal data internally, and only in the context of recruitment or human resources management activities.

These people have a reasonable need-to-know² data because of the tasks entrusted to them or the requirements of the service.

MAINSYS provides a restricted and limited access system and an appropriate level of security.

7.2 (Categories of) persons to whom the Candidate's personal data may be transmitted (external communications)

Communications of personal data to third parties are limited to the application of legal and regulatory provisions or, if the communications are necessary, to the normal performance of recruitment management.

In the specific context of the management of recruitment activities, **certain personal data may be transmitted to/by joint controllers, to/by processors or to/by third party recipients**, such as (non-exhaustive list):

- Any other subsidiary of the MAINSYS Group (see Chapter 1)
- Any other player or business partner that may be involved in recruitment campaigns, such as: job boards, temporary employment agencies, recruitment agencies, headhunters, trade fair

² The "Need-to-know" concept is defined as: sharing a given piece of information only when it is essential for a specific person to know it at a specific time, and nothing more. In other words, access to the information must be necessary for that person to carry out their official tasks or missions. This term also includes any person with whom the persons having this knowledge have deemed it necessary to share it.



organizers, software solution providers, Recruitment Process Outsourcing (RPO) service providers, etc.

- Administrations or public bodies (e.g., FOREM, APEC, Pôle Emploi, CadreEmploi, Employment Agency in Portugal, etc.), in particular if and in the context of the obligations incumbent on MAINSYS as the Candidate's future employer (if selected)
- Law and consultancy firms
- External auditor(s)
- Certain professional social networks (e.g. LinkedIn, etc.) or recruitment websites
- Certain public authorities responsible for law enforcement (e.g., the police, the prefecture or the public authorities issuing visas or residence permits, etc.).
- Any third party in connection with actual or future legal proceedings, subject to their legality (e.g., in response to an ongoing investigation or court order).
- (Some) Customers or business partners, etc.



2. REVISION HISTORY

- We may update this Policy from time to time when new legislation or regulations or important internal changes require us to do so.
- All new revised versions are published and available on the MAINSYS website (<https://www.mainsysgroup.com/>), so please consult it regularly.

Review	Date	Description of changes	Requested by
Recruitment Privacy Policy	19/09/2023	New template of privacy policy for recruitment-related purposes (for the update of the MAINSYS website)	Recruitment Manager (HR)/ Human Resources Department of the MAINSYS group & INSEC (Information Security Committee of the MAINSYS group)

GDPR GLOSSARY (IN ALPHABETICAL ORDER)

- **Consent (of the data subject):** any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.
- **(Data) Controller:** the natural or legal person (...), department or other body which, alone or jointly with others, determines the purposes and means of the processing. In this case, in principle, one or several MAINSYS subsidiaries.
- **Data subject:** any natural person who can be identified or identifiable. An "identifiable natural person" is one who can be identified, directly or indirectly, in particular by reference to an identifier, such as a name, an identification number, location data, an online identifier, or to one or more factors specific to his or her physical, physiological, genetic, mental, economic, cultural or social identity. Here, the Candidate.
- **File (or filing system):** any structured set of personal data which are accessible according to specific criteria, whether centralized, decentralized or dispersed on a functional or geographical basis.
- **Personal data:** any information relating to an identified or identifiable natural person (also referred to as a "data subject"); an "identifiable natural person" is one who can be identified, directly or indirectly, in particular by reference to an identifier, such as a name, an identification number, location data, an online identifier, or to one or more factors specific to his or her physical, physiological, genetic, mental, economic, cultural or social identity.



- Personal data breach: a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, personal data transmitted, stored or otherwise processed.
- Processor(s): the natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller. In this case, for example, a recruitment service provider, a recruitment solutions provider, etc.
- Processing (of personal data): any operation or set of operations which is performed on personal data or sets of personal data, whether or not by automatic means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction. This also applies to paper *files*.
- Profiling: any form of automated processing of personal data consisting of the use of personal data to evaluate certain personal aspects relating to a natural person/individual, in particular to analyze or predict aspects concerning that individual's performance at work, economic situation, health, personal preferences, interests, reliability, behaviour, location or movements.
- Recipient: the natural or legal person, public authority, agency or another body, to which the personal data are disclosed, whether a third party or not. However, public authorities which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients (...). Here, it might be external auditors or employment bodies, for example.
- Restriction of processing: the marking of stored personal data with the aim of limiting their processing in the future.
- Sensitive data: personal data which reveals, directly or indirectly, a person's racial or ethnic origins, political, philosophical or religious opinions, trade union membership, data relating to their health, data relating to their sex life, data relating to criminal offences or convictions, biometric and genetic data.
- Third party: a natural or legal person, public authority, agency or a body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorized to process personal data.

