

PRIVACY NOTICE
PROCESSING OF CANDIDATES' PERSONAL DATA

1. CONTACT DETAILS OF THE DATA CONTROLLER

DATA CONTROLLER (the "Company" or the "Controller")	W Executive Espana Paseo de la Castellana, 85 28046 Madrid VAT: 10919980656 email: info@wexecutive.es
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2. CATEGORIES OF PERSONAL DATA WE USE

We use your identification and contact data, such as first name, surname, place and date of birth, tax code, nationality, address, phone number and e-mail address, data concerning your educational and professional background and career path such as qualifications, work experience and any other data you may have included in your CV, or you have anyhow provided us with.

Please do not add in your CV any information not related with work purposes. We only process information that is strictly necessary, proportionate and relevant to the role. This is the reason why sometimes we may process "special categories of personal data" (pursuant to art. 9 of the General Data Protection Regulation ("GDPR")) such as health related data, whenever, and only when, this is necessary for the specific job position we are considering for you. Similarly, we may process data relating to criminal records and offences or related security measures only in cases this is necessary and relevant for the tasks or responsibility of the job role in accordance with the laws and/or regulations we are subject.

We may collect the data directly from you or from other sources, such as public recruiting websites, professional social networks (within the limits set out in this privacy notice). We may collect information from your former employers only in the final stage of the recruiting process and only if you will express your consent.

3. WHY WE USE YOUR DATA AND DATA RETENTION PERIOD

WHY DO WE USE YOUR DATA?	WHAT ARE THE LEGAL CONDITIONS FOR THE PROCESSING?	HOW LONG DO WE HOLD YOUR PERSONAL DATA?

To provide you with our recruiting services, which include: the possibility for you to apply for specific positions; your inclusion in our pool of candidates; the evaluation of your CV and profile for different positions; the possibility to be contacted by us for receiving questionnaires about your knowledges; the transmission of your data to potential employers in the final phase of the process (only non-identifying data)	The performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. For Special categories of data , (processed only when necessary to evaluate the application for a specific job position) the legal basis is also the necessity of carrying out the obligations and exercising the rights in the field of employment law, social security and social protection law, to the extent permissible under applicable laws (art. 9.2.b) GDPR)	For 24 months from your application or from the last time our staff managed your data for a job application, with your involvement.
We may process publicly available information published only on professional social media in order to compare it with the data you provide	Our legitimate interest to verify the information you provide for a proper evaluation of your application	For 24 months from your application or from the last time our staff managed your data for a job application with your involvement.
We may process your data to conduct background checks from your former employers. Sometimes, in the final stage of the process, we may ask your former employers to provide us	We will ask Your consent.	
To establish, exercise or defend legal claims	Legitimate interest of the Company to protect and defend its rights.	For the time necessary for the establishment, exercise, or defence of legal claims.
After the above-mentioned retention periods have expired, all data stored in our data base will be deleted or anonymised.		

How we manage your data during the recruiting process

We would like to inform you that in the context of our recruiting activities we can rely on an automatic system which allows us to filter through CVs in our data base, through relevant key words, such as, knowledges, education, job title, availability.

This tool analyses all the candidates' information in our data base and matches it with the key words and then provides us with a smaller pool of candidates with a ranking according to their suitability for the role.

This is just a first shortlisting since there is always a recruiter supervising the process and evaluating the candidates' profiles, so there is no automated decision.

This tool allows us to enhance and make more efficient our selection's process, and to provide an innovative service for our candidates and clients.

4. YOUR OBLIGATIONS TO PROVIDE DATA

The provision of data related to the management of your application for recruiting purposes is mandatory. If you do not provide use with the information, we cannot provide our services to you.

Consent for conducting background checks is optional. If you do not consent, we will still evaluate your CV and your information for the recruiting services.

Data used for defending our rights and for comparing the information we have with the one published on professional social media is already available, but you can object to the processing on grounds relating to your particular situation.

5. CATEGORIES OF DATA RECIPIENTS

We can communicate the data to our service providers or other group companies which carry out some services on our behalf (such as software and hardware providers, website providers, and other IT services providers) as data processors in accordance with a data processing agreement.

We will communicate your data in the final phase of the recruiting process to our client which is your potential employer to promote your application.

We can communicate the data to other public or private bodies whenever we are obliged to do so, in response to orders or requests from a court, regulators, government agencies or public authorities, or to comply with law or regulatory requirements.

6. TRANSFER OF DATA

We are based in Spain, and we rely on an IT infrastructure located in the European Union. However, some of our suppliers (*IT services*) when provide some services can operate outside of the European Economic Area ("EEA"), such as in the US, and have access to the data from outside the EEA.

In these cases, data is transferred only in the presence of the safeguards indicated in the applicable data protection legislation. In particular, the transfer will take place:

- to destination countries for which the European Commission has issued an adequacy decision (art. 45 GDPR); or

- on the basis of the Standard contractual clauses ("SCCs") adopted by the EU Commission (art. 46 GDPR) provided that supplementary security measures are also in place.

For further information about the data transfers, you can contact our DPO and Data protection advisor at privacy@wexecutive.es.

7. RIGHTS OF DATA SUBJECTS

You have certain rights in connection with the data processing.

You have the right to access your data and to modify or correct your data.

You can obtain the erasure of personal data and the restriction of the processing when certain conditions are met.

You have the right to receive a copy of your personal data in a structured, commonly used and machine-readable format or ask Us to transmit that data to another controller, where technically feasible, if the processing is based on consent or on a contract and is carried out by automated means.

You have the right to withdraw the consent you have given at any time, without affecting the lawfulness of the processing carried out before the withdrawal.

On grounds relating to your particular situation, you can also **object** to the processing of your personal data based on the legitimate interest of the controller.

If you wish to exercise one of these rights, you can contact our DPO at privacy@wexecutive.es.

You can lodge a complaint with the data protection authority of your country if you believe that your rights have been breached. For Spain you can contact the Agencia Española de Protección de Datos ("AEPD") <https://www.aepd.es>.