

# LISER data protection notice for recruitment

Luxembourg Institute of Socio-Economic Research (LISER), 11, Porte des Sciences, L-4366 Esch-sur-Alzette, Luxembourg (“**LISER**”) is committed to the protection of your personal data in accordance with the data protection legislation, especially the General Data Protection Regulation EU 2016/679 (the “**GDPR**”).

This Data Protection Notice for recruitment is intended to candidates who apply for a job at LISER (“**you**”). It provides you with detailed information related to the way we protect your personal data.

## **1. Who is the controller of your personal data?**

Luxembourg Institute of Socio-Economic Research (LISER), 11, Porte des Sciences, L-4366 Esch-sur-Alzette, is responsible as data controller, for collecting and processing your personal data in relation to your application for a position at LISER and our recruitment process. The purpose of this Data Protection Notice for recruitment is to inform you on which personal data we collect, the reasons why we use and may share such data, how long we keep it, what rights you have and how you can exercise them.

## **2. What personal data do we process?**

We collect and use your personal data to the extent necessary in relation to our recruitment process and to ensure that your application can be considered by the relevant LISER department(s).

We may collect various types of personal data that you decide to or are requested to submit in relation to your application for a particular job position paying attention to restrict the use of such data to the legitimate interest for recruitment purposes. The data collected at various stages in the process include the following:

- identification data (such as your name, date and place of birth, nationality, contact details, address, telephone, email, country, or other contact information),
- job application data (CV, cover letter, previous work experience, education, additional qualifications, or other information regarding your professional qualification and experience, additional skills and abilities, professional interests, details of your right to work in Luxembourg, etc. you provide for our consideration within the recruitment process),
- pre-employment checks: interview notes, records/results of pre-employment checks, information included on your CV/resume and/or any application forms,

- image: **we do not recommend any photos in job applications.** If you submit a photo or image, you agree that we forward it to the recruitment committee and keep it in our records,
- identification of the job and personal requirements (type of employment sought, desired salary, willingness to relocate, or other job preferences you decide to voluntarily submit),
- referees: reference letters, names and contact details for referee,
- any other information that you decide to optionally share with us (for example hobbies, interests, professional plans, how you found about our job offer, what motivates you to apply to LISER, your marital status, children, salary level).

If you decide to attach reference letters or contact details to your job application, it is your responsibility to obtain consent from referees and inform them of the purposes for which their personal data may be processed (based on this Data protection notice for recruitment) before providing their personal data to us. By submitting contact details of referees, you ensure that you have received their explicit consent that LISER can contact them to obtain a reference.

**We do not require from job applicants** to include any special categories of data (racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning sex life or sexual orientation) or any judicial data (e.g. criminal records) as part of the job application documentation. **Please do not include such sensitive data in your job application.**

We may also collect information about you from publicly accessible sources. You can choose what types of information to submit as part of your job application. The following categories of data are necessary to consider your job application for a specific position: your identification data, your job application data, pre-employment checks and identification of the job and personal requirements.

In certain cases, a LISER job advertisement may specify additional categories of personal data required for a specific position. If so, provision of such information would also be processed as mandatory (please check the job advertisement).

Submitting of any other information would be dependent entirely on you and would be processed as voluntary.

Note, that in case you have been selected for the job position you have applied for, the above categories of personal data will become part of your future employment file with LISER (more information will be provided to you upon the start of your employment).

### **3. What are the purposes of or the legal basis for our processing?**

We collect and use your personal data for the following purposes:

- to assess your skills, qualifications and interests in relation to our career opportunities, to maintain our relationship during the recruitment process, including by calling you and inviting you to interviews, exchange of offers and terms of employment, etc.,
- to verify your information, to run our internal compliance and conflict checks and to conduct reference/background checks (if required under applicable law or subject to your consent);
- to communicate with you and to inform you about other career opportunities,
- for security and protection of our organization, IT networks and LISER information (IP address);
- to improve our recruitment process, and - to defend ourselves in any legal or court proceedings.

We collect your personal data either respecting legal requirements, legitimate interest or pre-contractual measures:

- pre-contractual measures necessary to establish a contractual relationship with you or a representative who will act on your behalf,
- to comply with legal or regulatory obligations related to recruitment campaigns,
- for our legitimate interests, to manage our recruitment process, to keep records of the recruitment process and to protect our interest and rights in the event of investigations, suspensions or actual violations of applicable law, or
- for other purposes, based on your explicit consent, in accordance with the law.

#### **4. Who do we share your personal data with?**

In order to fulfil the aforementioned purposes, your personal data may be shared internally for the purposes of the recruitment process with members of the LISER Human Resources department, interviewers involved in the recruitment process, managers in the business area if access to the data is necessary for the performance of their roles. LISER Human Resources will have access to your personal data for the purposes listed above. We may communicate your personal data to:

- service providers/vendors (such as recruitment agency) that perform services on LISER's behalf,
- law enforcement or other government and regulatory bodies or agencies, upon request and to the extent permitted by law - certain regulated professionals such as lawyers or auditors.

We may also receive requests from third parties with authority to obtain disclosure of personal data. We will only respond to such requests where we are permitted to do so in accordance with applicable laws and regulations.

We require all third parties to respect the security of your personal data and to process it in accordance with the law.

## **5. Where do we transfer your personal data?**

We may use third party providers to deliver our services and this may involve transfer of your personal data to countries outside of the European Union/European Economic Area (EU/EEA). In case of international transfers originating from the EU/EEA to a country outside the EU/EEA, the transfer of your personal data may occur where the European Commission has decided that the country outside the EU/EEA ensures an adequate level of data protection.

For transfers to countries outside the EU/EEA for which the level of protection has not been recognised as adequate by the European Commission, we will either implement appropriate safeguards provided for by current data protection law (e.g. the entry into standard data protection clauses) or rely on a derogation applicable to specific situations (such as your explicit consent).

You can obtain more information regarding relevant safeguards we rely on by contacting us at: [dpo@liser.lu](mailto:dpo@liser.lu)

## **6. Security of your personal data.**

The processing of your personal data is carried out through IT, electronic and manual tools, with logics strictly related to the aforementioned purposes and, in any event, in compliance with the appropriate technical and organisational measures required by law to ensure a level of security that is adequate to the risk, in order to avoid unauthorised loss or access to your data.

## **7. How long do we keep your personal data?**

If your job application is unsuccessful, we will retain your personal data up to 2 years after the end of the relevant recruitment process (for consideration for future employment opportunities). You may request access to the data stored about you and if there is no legitimate interest in storing your data, you may request their deletion. After the period of 2 years, or once you oppose to your personal data being processed, your personal data will be deleted.

Note that in case you are selected for the job position you applied for, the above categories of personal data will continue being processed as part of your employment file with LISER (more information will be provided to you upon the start of your employment).

## **8. What are your rights regarding your personal data?**

In accordance with applicable data protection law, you may exercise at any time the following rights in relation to your personal data:

- right to access, which enables you to obtain from us confirmation of whether personal data is being processed or not and, if so, obtain access to such data; we process a large quantity of information, and can thus request, in accordance with GDPR, that before the information is provided, you specify the information or processing activities to which your request relates;
- right to rectification, which enables you to obtain from us the correction and/or integration of any of your personal data that are incorrect and/or incomplete; and in certain limited cases (in which case we will analyse whether the conditions for the exercise of such rights are fulfilled, in line with GDPR):
- right to erasure, which enables you, in specific cases provided for by art. 17 GDPR, to obtain from us the erasure of your personal data;
- right to restriction of processing, which enables you, in the specific cases provided for by art. 18 of the GDPR, to restrict the processing of your personal data by us;
- right to object, which enables you to object to the processing of your personal data when certain conditions are met;
- right to data portability, which enables you, in certain cases and with regard only to the data you have provided to us, to request receipt of your personal data in a structured and commonly machine-readable format.

To exercise any of these rights, you may contact our Data Protection Officer by email at [dpo@liser.lu](mailto:dpo@liser.lu) or by postal mail:

Luxembourg Institute of Socio-Economic Research (LISER)  
Data Protection Officer 11, Porte des Sciences, L-4366 Esch-sur-Alzette

You have the right to make a formal complaint with the "Commission nationale pour la protection des données" (CNPD). Full details may be accessed on the complaints section of [CNPD's website](#).

## **9. Changes to this data protection notice for recruitment.**

Changes may occur in the way we process personal data. In case these changes oblige us to update this Data Protection Notice for recruitment, the latest applicable version will always be available on our website.