

## DATA PRIVACY NOTICE FOR JOB APPLICANTS

The International School of Toulouse (IST) values the privacy of every person and is committed to protecting personal Data that the school collects.

At IST, we process "personal Data" in accordance with the provisions contained in the General Data Protection Regulation (GDPR) approved by the European Parliament on 14 April 2016 and applicable since 25 May 2018.

The International School of Toulouse (Airbus Mobility SAS) is the controller of the processing of personal Data, i.e. we determine the purposes for which we process personal Data as well as the means and manner of achieving them.

"Personal Data" refers to any information relating to a person who can be identified, either directly (e.g. by name) or indirectly (e.g. by telephone number).

### About this document

This privacy notice explains how the International School of Toulouse ("we", "us", "our") collects, processes and shares your personal Data, as well as your rights to such personal Data, as laid in the applicable regulations. This privacy notice concerns the processing of personal Data relating to past, present and prospective members of staff of the International School of Toulouse.

### The reasons why we collect your personal Data

The International School of Toulouse collects and processes personal Data as part of its day-to-day operations as an educational institution.

### How we collect your personal Data

Whilst the majority of the personal Data we collect is mandatory, some of it may be provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will keep you informed whether providing us with certain personal Data is mandatory or optional.

### We collect your personal Data in different ways, for example:

- Directly from the personal Data you provide to us directly when you apply and various other ways as you interact with the school during the recruitment process
- Indirectly for certain personal Data, e.g. for those for whom we need to certify your reference

### The types of personal Data we collect

The categories of personal Data that we collect, process and store are as follows:

- Personal information (such as name, photograph, contact details, postal address, email address, telephone number, passport or ID card, visa and work permit details, family status);
- Professional information (such as previous employment information, qualification, experience, references, resume, professional licenses, diploma, education level);
- Bank Account Information (for the refund of possible expenses);
- Characteristics (such as language, nationality, place of birth);
- Judicial information (such as criminal background check);

**The Principal** Carolyn Steinson

Under certain circumstances, when some personal Data is necessary to enter into a contract or to comply with legal obligation, any failure to provide the requested personal Data may conduct us not being able to fulfil our contractual/ legal obligations or to achieve the expected results.

#### The basis for the processing of personal Data and how it is used

In accordance with the General Data Protection Regulation (GDPR), we rely on the following legal basis for processing your personal Data:

- To comply with our contractual obligations or to take possible steps to enter into a contract
- Due to your consent, which is characterised by the sending of your application, which is an indication of your active participation in our recruitment process
- Because of legitimate interests pursued by IST or a third party, except where such interests are overridden by your interests, rights or freedoms
- For the protection of vital interests

We may also process your personal Data in order to comply with our legal obligations or because it is necessary for us to carry out our tasks in the public interest:

- to comply with applicable regulations regarding the sharing of personal Data
- to meet our compliance obligations, such as compliance with anti-money laundering laws and requirements relating to the protection of minors
- to assist investigations by the police and other relevant authorities

We use personal Data:

- to effectively manage the school workforce;
- to carry out the end-to-end recruitment process (gather Data about candidates in response to job postings, to verify identity and right to work, to conduct education and credentials checks, interviews);
- to safeguard students;
- For Information, system, network and cyber security

We will use your personal Data for the above purposes only, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose (for preserving particular evidence under the applicable Data Protection Laws and Regulations, or in the context of legal statutes of limitation for example). If we need to use your personal Data for an unrelated purpose, we will notify you prior this further personal Data processing and provide you the relevant privacy notice.

#### Retention of personal Data

The storage period of personal Data is in accordance with the laws and texts in force or as long as it is required to meet our contractual and statutory obligations.

We keep your personal Data as long as necessary to carry out the end-to-end recruitment process.

- For unsuccessful applicants, we retain your personal Data for at most two years after the last contact with you, in order to contact you in the context of new recruitment processes.
- For successful applicants, your personal Data will then be retained for another purpose, namely the administrative management of human resources.

#### Who do we share personal Data with?

We may disclose your personal Data to the following recipients on a strict need-to-know basis and for the purposes as outlined in this Data Privacy Notice:

- In Extenso (IST accountancy and salary processing firm)

To be granted access to personal Data, organisations must comply with strict terms and conditions covering the confidentiality and handling of the Data, security arrangements and retention and use of the Data in compliance with the GDPR.

Will personal Data be transferred outside the European Union?

Personal Data is stored and processed outside the EU by certain systems we use at IST. These are intrinsic to the operational functioning of the school.

We ensure that these organisations guarantee an appropriate level of protection for the transmission of personal Data, in line with the requirements of the GDPR.

What are your rights?

Under some circumstances provided by law, you may at any time exercise your data protection rights as listed below:

- **Right to access/obtain a report detailing the personal Data held about you:** You have the right to obtain confirmation as to whether or not your personal Data is being processed by the International School of Toulouse and if so, what specific personal Data is being processed.
- **Right to correct personal Data:** You have the right to rectify or request to have rectified any inaccurate or incomplete personal Data concerning you.
- **Right to erasure:** In some cases, for instance, when the personal Data is no longer necessary in relation to the purposes for which they were collected, you have the right for your personal Data to be erased.
- **Right to restrict the processing of your personal Data:** You have the right to restrict the processing of your personal Data, where:
  - you contest the accuracy of the personal Data and the accuracy needs to be verified;
  - you object to the processing under legitimate interest grounds and consideration needs to be made whether the school's legitimate interest overrides that of the individuals;
  - the processing was unlawful and you request restricted processing over erasureIn such cases, your personal Data will only be processed with your consent or for the exercise or defense of legal claims.
- **Right to data portability:** You have the right to receive the personal Data concerning you in a structured, commonly used and machine-readable format (like CSV) and/or transmit those personal Data to another data controller.
- **Right to object:** In some cases required by law, you may ask us to stop processing your personal Data.
- **Right to withdraw consent:** Where your consent is required, you may at any time withdraw such consent. However, please note that if you withdraw your consent, you may not be able to access and use certain information, features or services in relation to the processing of your personal Data. If consent is the sole legal basis for processing, we will stop processing the Data after the consent is withdrawn.

Contact IST and claim

- If you have any questions about the way we collect or process your personal Data, you can first of all let us know by contacting our data protection officer: Frédéric Fantin [fantin\\_f@intst.net](mailto:fantin_f@intst.net)

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- However, if you are not satisfied with the answers provided, you have the right to contact the competent supervisory authority in France: the Commission Nationale de l'Informatique et des Libertés (CNIL) <https://www.cnil.fr/>

#### Changes to your personal Data

Please inform us promptly about any changes to the personal Data we hold about you. This is particularly important for your contact details. You can do this by contacting the Personnel and Student Information Officer by email [perrussel\\_t@intst.net](mailto:perrussel_t@intst.net) or by phone: +33 (0)5 62 74 26 74.

#### Updating of this Privacy notice

We update this privacy notice on a regular basis in order to best reflect the evolution of our activities and to remain in compliance with data protection laws and regulations. We therefore invite you to review this information from time to time.

This version was last updated in October 2020.