

# Privacy Statement for Applicants

## Trustteam Group

### 1. Introduction

Trustteam Group attaches great importance to the protection of your personal data. This privacy statement informs you about how we process your personal data in connection with your application, in accordance with the General Data Protection Regulation (GDPR) and applicable national law.

### 2. Controller

The controller responsible for processing your personal data is **Trustteam Group BV** and its affiliated entities:

Entity	Country
Trustteam NV	Belgium
Acson	Belgium
Red systems	Belgium
Trustteam Netherlands	The Netherlands
Trustteam Luxembourg	Luxembourg
Trustteam France	France
Trustteam Romania	Romania

#### Registered office:

Trustteam Group BV  
Evolis 78  
8500 Kortrijk, Belgium  
Company number: BE0787.918.132.

Hereinafter collectively or individually referred to as **"Trustteam Group"**, **"we"** or **"us"**.

### 3. Categories of personal data

In the context of your application, we may process the following categories of personal data:

**Identification data:** name, first name, address, telephone number, email address, date of birth, nationality, photo (if provided by you).

**Professional information:** curriculum vitae (CV), cover letter, diplomas and certificates, employment history, references, portfolio or work samples.

**Data from the application process:** notes and assessments of job interviews, results of any assessments or tests, correspondence in connection with the application procedure.

**Special categories of personal data:** in principle, we do not process special categories of personal data (such as data concerning health, ethnic origin or political opinions), unless this is strictly necessary in the context of legal obligations or with your explicit consent.

### 4. Purposes and legal grounds of the processing

#### 4.1 Processing your application

**Purpose:** To assess your suitability for the position you are applying for, conduct job interviews, make a recruitment decision and prepare a possible employment contract.

**Legal basis:** The processing is necessary for the implementation of **pre-contractual measures** at your request (Article 6, paragraph 1, point (b) GDPR).

**Retention period:** Your personal data will be retained for the entire duration of the application procedure and will be deleted **no later than six (6) months after the vacancy has been filled**, unless you give permission for longer retention (see point 5.2).

## 4.2 Inclusion in our talent pool for future vacancies

**Purpose:** If you are not selected for the current vacancy, or if you submit an unsolicited application, we may retain your CV and application details to contact you for future vacancies that match your profile.

**Legal basis:** This processing is based on your **explicit consent** (Article 6, paragraph 1, point (a) GDPR).

**Retention period:** If you give consent, your data will be retained for a period of **two (2) years** from the date of your consent. After this period, your data will be automatically deleted unless you renew your consent.

**Withdrawal of consent:** You may withdraw your consent at any time by contacting our DPO at [dpo@trustteam.eu](mailto:dpo@trustteam.eu). Withdrawing your consent will not affect the lawfulness of processing before its withdrawal.

## 5. Recipients of your personal data

Your personal data will only be shared with:

- **Internal recipients:** Human Resources employees and hiring managers involved in the application process, within Trustteam Group and its affiliated entities.
- **External service providers:** We may use external processors to manage applications (e.g., recruitment platforms Jobtoolz, assessment centers). These processors act solely on our behalf and under our instructions, based on a data processing agreement in accordance with Article 28 GDPR.
- **Legal obligations:** if legally required, your data may be shared with competent authorities.

Your personal data will not be transferred to countries outside the European Economic Area (EEA) unless appropriate safeguards are in place in accordance with the GDPR.

## 6. Security of your personal data

Trustteam Group takes appropriate technical and organizational measures to protect your personal data against unauthorized access, loss, destruction, or alteration. These measures include access controls, encryption, secure storage, and employee awareness training.

## 7. Your rights as a data subject

Under the GDPR, you have the following rights with respect to your personal data:

Right	Description
Right of access	You can request a copy of the personal data we process about you.
Right to rectification	You can request correction of incorrect or incomplete data.

Right to erasure	You can request the deletion of your data ("right to be forgotten").
Right to restriction	You can request to temporarily restrict processing.
Right to portability	receive your data in a structured, commonly used and machine-readable format.
Right to object	You can object to the processing of your data.
Right to withdraw consent	If the processing is based on consent, you can withdraw it at any time.

**Exercising your rights:** You can exercise your rights by sending a request to our DPO at [dpo@trustteam.eu](mailto:dpo@trustteam.eu), accompanied by proof of your identity.

**Right to lodge a complaint:** If you believe that the processing of your personal data infringes the GDPR, you have the right to lodge a complaint with the competent supervisory authority:

**Data Protection Authority (GBA)**

Drukpersstraat 35  
1000 Brussels, Belgium  
E-mail: [contact@apd-gba.be](mailto:contact@apd-gba.be)  
Website: [www.dataprotectionauthority.be](http://www.dataprotectionauthority.be)

## 8. Automated decision-making

Trustteam Group does not use fully automated decision-making, including profiling, which produces legal effects for you or significantly affects you in a similar manner.

## 9. Source of the personal data

We receive your personal data directly from you when you apply through our website, by email, through a recruitment platform, or otherwise. In certain cases, we may receive additional information from third parties, such as references (with your consent) or professional networks where you are publicly visible.

## 10. Changes to this privacy statement

Trustteam Group reserves the right to amend this privacy statement. The most recent version is always available on our website. You will be notified of any material changes.

**Version:** 1.0

**Date:** 14.01.2026

*This privacy statement has been prepared in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation).*