

## PRIVACY NOTICE FOR CAMPUS RECRUITMENT

Last revision: December 2018

### Protection of your personal data

Cimenteries CBR Cementbedrijven (“we”, “Company”) and our group (HeidelbergCement AG) take the protection of your personal data seriously. We are committed to process your personal data held by us in accordance with the applicable legislation and regulations for the protection of personal data.

Personal data are any information on an identified or identifiable individual, such as for example your name, address, telephone number, email address, online identifier.

### Purpose of this privacy notice

This document describes i) the types of information we collect about you; ii) where we collect the information from; iii) how we use the information we collect about you, iv) how long we keep your information for, v) to whom we may disclose it; and vi) your rights in relation to the processing of your personal data.

This privacy notice applies to any personal data we collect about you when you are a student at the University and visit us at our stand during the University job fairs.

### Who is the data controller?

For the purpose of this privacy notice, the data controller is Cimenteries CBR Cementbedrijven, with registered offices at Boulevard de France 3-5, 1420 Braine-l’Alleud, Belgium, and company registration number 0400.465.290.

### Types of personal data collected

When you are a student at the University and visit our stand during the University job fairs, we process some personal data about you. This includes:

- Your name, address and contact details, including email address and telephone number, age, gender, picture, birthdate, nationality, ;
- Details about your education, studies levels, studies orientation or/and name of university/school, professional experience and employment history, name of employer, language skills and level, IT skills and level.

### Sources of the personal data collected

We may collect this information in a variety of ways. The personal data we process will be primarily provided to us by your University through a CV’s book but also directly by you. The University is the controller of the personal data provided in the CV’s book.

### Purposes of the personal data collected

We process your personal data:

- To increase our employer branding and visibility;

- To attract talents for present or future possible job opportunities inside our organization;
- To comply with our legal obligations, e.g. to check student's eligibility to work in Belgium, to comply with the economic and trade sanctions legislation;
- To process it based on our legitimate business interests, e.g. to assess and confirm a student's suitability as a job applicant/employee as well as to keep record of it; to decide to whom to offer a job or to respond to and defend against legal claims; or
- When we have obtained your consent, i.e. when we retain a CV of a student who is regarded as an interesting prospect for future employment opportunities, or when relevant to contact previous employers for reference checks.

## How long do we keep your personal data for?

CV's of the students who will not visit us at the stand during the University job fair, will be deleted immediately after the job fair day.

CV's of the students who will visit us at the stand will be used to see whether there are some open job opportunities. In case there are job opportunities to which you can apply, your personal data will be transferred to the recruitment process. The further information about how we process your personal data in the recruitment process will be provided to you in another privacy notice (for job applicants).

In case there are not currently job opportunities, we will also ask you whether you agree to allow us to keep your personal data for further employment opportunities. In such a case, we will retain your data for such purpose for a period of 12 months after having received your consent, otherwise your data will be deleted immediately after the University job fair day.

At the end of the 12 month period or if you withdraw your consent for other employment opportunities, your personal data will be deleted.

## How we may disclose your personal data?

To the extent permissible by applicable laws and in line with this privacy notice, we may disclose your personal data:

- within the HeidelbergCement group or to other affiliated companies, for purposes consistent with this privacy notice. We take precautions to limit the access to your personal data only to those staff members who have a legitimate business need to access it in accordance with the privacy notice.
- to our third-party services providers such as payment or invoicing processing, IT services, website hosting, order fulfilment, infrastructure provision, security, auditing services and other services, to enable them to provide their services;
- to any competent law enforcement body, regulatory, government agency, court or other third party, such as without being limited to, the police authorities, the tax authorities, the social security authorities, when such transfer is necessary (i) as a matter of applicable law or regulation, (ii) to exercise, establish or defend our legal rights, (iii) to protect your vital interests or the ones of any other individual, or (iv) based on a court order.

- to our auditors, advisors, legal representatives and similar agents in connection with advisory services they provide to us for legitimate purposes and in accordance for the purposes described in this privacy notice.
- In the event that we, or any portion of our assets, are acquired, we may share all types of personal data with the acquiring company.

## How do we protect your personal data?

We take technical and organizational measures to adequately protect your personal data and to maintain its quality. We make improvements to this protection on an ongoing basis in line with technical progress. We use a range of physical, electronic and managerial measures to ensure that we keep your personal data secure.

## International personal data transfer

We do not transfer your personal data to third parties outside the EEA (European Economic Area) other than within the HeidelbergCement group or other affiliated companies (see above section on How we may disclose your personal data?), except in the following cases:

- You have explicitly consented to the transfer;
- The transfer is necessary for the performance of a contract between you and us or the implementation of pre-contractual measures taken at your request;
- The transfer is necessary for the conclusion or performance of a contract concluded in your interest between us and another natural or legal person;
- The transfer is necessary for important reasons of public interests;
- The transfer is necessary for the establishment, exercise or defence of legal claims;
- The transfer is necessary in order to protect your vital interest or of other persons, where the data subject is physically or legally incapable of giving consent;
- When using standard EU model clauses; or
- When authorized by the data protection authority;

## How can you exercise your rights?

You have a number of rights under the applicable data protection laws.

- You have the right to be informed about how we process your personal data. This is the purpose of this privacy notice;
- You have the right to access your personal data, review your personal data and ask to be corrected or updated;
- You have the right to ask us to delete your personal data, to object or restrict its processing, or to ask their portability.
- You have the right not to be subject to a decision based solely on an automated process, including profiling, which produces legal effects concerning you or similarly significantly affect you;
- You have the right to withdraw your consent at any time, where we rely on it to use your personal data (for example, to provide you (as a prospect or business lead) with certain marketing information about our services or goods).

The above rights may be subject to some legal conditions. To exercise any of your above rights, or if you have any questions on this privacy notice, please write to us at this email address: DPC-Bene[@]Heidelbergcement.com.

We will take all reasonable steps to respond to your request in accordance with applicable data protection laws. When you exercise any of the above rights, we will ask you to provide us with a copy of a valid identification document (e.g. your ID card (it is not necessary to include any personal ID number such as for example the Belgian *rijksregisternummer* or *numéro de registre national*)) in order to authenticate you.

You may also use the above contact details if you have any concern or wish to make a complaint to us relating to how we process your personal data.

You have also the right to complaint to your local data protection authority in your jurisdiction.

### Update to this privacy notice

We may update this privacy notice from time to time. To let you know when we make changes to this privacy notice, we will amend the revision date at the top of the page. The new modified or amended privacy notice will apply from the revision date. Therefore, we encourage you to periodically review this privacy notice to be informed about how we are protection your personal data.

### Whom to contact?

If you have any questions, comments or requests, please contact us at DPC-Bene[@]Heidelbergcement.com.