



RNE PRIVACY POLICY FOR JOB APPLICANTS

As approved by the General Assembly on 11.12.2024

Version history

Version	Author	Date	Changes
1.0	RNE General Assembly	10.12.2024	Approved

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Purpose

1. RNE is committed to respecting the privacy of its recruitment candidates. As part of RNE's selection processes, all personal data provided by candidates will be handled in accordance with the General Data Protection Regulation (GDPR), the Austrian Data Protection Act (Bundesgesetz über den Schutz personenbezogener Daten (Datenschutzgesetz 2000 – DSG 2000) and this policy.
2. Your job application will require the submission of personal data to RNE. This policy sets out the basis on which we will process your personal data. Please read it carefully to understand our practices in relation to your personal data and how we will use it. By submitting your application, you consent to the processing of your personal data as set out in this policy and, if employed, to the ongoing processing of your personal data for administrative purposes in connection with your employment.

Controller and data protection officer

1. RNE is the controller of the personal data of prospective employees and is subject to applicable data protection laws.
2. If you have any questions about this policy, your personal data or wish to exercise any of your rights as described in this policy or under applicable data protection law, you can contact RNE's Data Protection Officer at dpo@rne.eu.

Personal data

1. Personal data means any information relating to an identified or identifiable natural person.
2. RNE collects, uses, discloses and stores personal information when organising recruiting procedures.

Personal data you provide to us

You may provide us with personal information about yourself by completing online forms/RNE HR management IT Tools, communicating with us by telephone, email, in

person or remotely by videoconference, or through a recruitment agency, RNE employee or other third party.

Personal data we collect from you

1. The personal data that we collect about you includes, but it is not limited to, the following:
 - (1) name, home address, contact details (such as telephone number and email address); date of birth; gender; nationality; picture of you;
 - (2) copies of your passport, driving licence and similar documents;
 - (3) education history (including copies of relevant degrees, diplomas or certificates if required); languages spoken and level of proficiency; previous working experience and trainings; current and past employment details (incl. references);
 - (4) immigration status and work permits (where applicable); criminal record information (where applicable);
 - (5) assessment test results; interview notes and recordings; information about your health which you might want to share with us; other information given in your CV and cover letter;
 - (6) information required to prepare the employment contract.
2. The applicant may indicate any individual situation regarding eligibility criteria and any other information they would like to provide to support their application.
3. If the applicant is approved, we will ask for the social security number (i.e. SVN) and bank details. For social benefits provided by the Austrian state (e.g. Familienbeihilfe, Familienbonus Plus) we may ask about your marital status and children.
4. We may ask some candidates to keep their details for future recruitment opportunities at RNE.

Personal data provided by third parties

We collect most of the personal data described in the above section from you directly. However, we may also collect personal data about you from third parties, including:

- (1) RNE's employees and/or RNE Members' employees who refer or nominate you for roles with us;

- (2) governmental and local authorities providing publicly available information;
- (3) your named referees who you have asked to provide us with references;
- (4) other publicly available sources, such as social media platforms (e.g., LinkedIn).

What we do with your personal data and our legal basis

We process your personal data for the purposes set out below. Please note that this list is not exhaustive and is intended to illustrate the different types of processing we may undertake.

Purpose of processing	Legal basis
Assessing your skills, qualifications, and suitability for the role, including taking up references and conducting appropriate background checks	Legitimate interests: to ensure we hire suitable candidates
Recruitment processes, including negotiation and communicating with you in relation to your application	Legitimate interests: to run a fair and efficient recruitment process
Complying with our legal and regulatory obligations, including for the purposes of: <ul style="list-style-type: none"> - preventing illegal labour - complying with health and safety obligations - responding to government statistical monitoring - assessing fitness and propriety of individuals for the purpose of relevant regulatory requirements to which RNE shall adhere - considering whether adjustments may need to be made to accommodate an individual with a disability - liaising with relevant educational 	Compliance with legal obligations

<p>institutions and other government entities or agencies in relation to verification of documents attached to your application</p> <p>- communication with public authorities and/or regulatory bodies.</p>	
<p>Carrying out statistics and analytics in relation to RNE’s recruitment practices</p>	<p>Legitimate interests: to ensure we can improve our recruitment practices where necessary</p>
<p>Dealing with any legal disputes involving you or other prospective, current or former RNE employees</p>	<p>Legitimate interests: to establish, exercise or defend us against legal claims</p>
<p>Quality assurance, monitoring and staff training purposes</p>	<p>Legitimate interests: to ensure our recruitment practices are carried out properly</p>
<p>Promote the safety and security of our personnel, including by detecting and stopping threats to our personnel and property.</p>	<p>Legitimate interests: to ensure the wellbeing and safety of our staff</p>
<p>Recording job interviews for quality control purposes and to train our interviewers</p>	<p>Your consent</p>

When we share your personal data

1. For the purposes set out in the section above, we may share your personal data with:
 - (1) RNE Joint Office Human Resources team and, where RNE outsources services to third parties, the recruitment agency acting on its behalf;
 - (2) RNE Joint Office Board members;
 - (3) RNE Managing Board members (for the positions applicable);
 - (4) public and regulatory authorities where necessary to comply with our legal obligations;
 - (5) our third-party service providers, including our cloud and IT providers and online recruitment tools providers.

- (6) professional external advisors (including lawyers, accountants and auditors) where deemed necessary;
 - (7) if we are under a duty to disclose or share your personal data in order to comply with any legal obligation.
2. Except as set out in this policy, or as required by law, we will not disclose your personal data to third parties without your consent. We will not sell your information under any circumstances.

Security measures

1. We are committed to keeping your personal data secure and will take all reasonable steps to ensure that your information is treated securely and in accordance with this policy. For example, all personal data will only be processed by designated RNE staff and will be stored on computers and servers that comply with RNE's IT security policies and standards.
2. If we share your personal data with a third party, we will take all necessary steps to ensure that your personal data is handled lawfully and securely by that third party.

Retention periods

1. In the context of recruitment RNE shall apply the statutory retention periods applicable before establishing an employment relationship in Austria:
 - (1) 6 months: claims for compensation due to discriminatory rejection of an application in accordance with Sections 15 Paragraph 1 and 29 Paragraph 1 GlbG and Section 7k Paragraph 1 in conjunction with Paragraph 2 Item 1 BEinstG; Start of the deadline: from the day on which the rejection was received or 7 months from receipt of the application
 - (2) 3 years: claims for compensation for any interview costs in accordance with Section 1486 Item 5 ABGB; start of the deadline: the day on which the costs were incurred
2. At the end of the above-mentioned periods, only the data necessary to provide overall statistics on the recruitment exercise (e.g. number of eligible and ineligible applications, total number of applications, etc.) will be kept for statistical purposes. These statistics are not subject to erasure as they are anonymous and cannot be used to identify, directly or indirectly, one or more individuals.

Your rights

1. If you wish to know what personal data the RNE holds about you, or to have it modified, corrected or deleted or in the event of a dispute, please contact our Data Protection Officer at dpo@rne.eu. If the dispute cannot be resolved by our Data Protection Office, you may lodge a complaint with the Austrian Data Protection Authority/ Österreichische Datenschutzbehörde at dsb@dsb.gv.at (www.dsb.gv.at).
2. Personal data showing that you meet the selection criteria may not be updated or corrected after the closing date of the respective selection procedure.

Entry into force and amendments

1. This policy shall apply from 1 January 2025.
2. This policy may be amended by RNE at any time. You can always find the latest version of this policy on RNE website.